

Occupational Outlook *and* Training Directory



SACRAMENTO *and* YOLO

COUNTIES

1996

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1996

The California Cooperative



Occupational Information System

Credit for this publication goes to:

Yolo County Community Partnership Agency

Alex Laiewski, Director

Shanna Urness, Assistant Director

Sacramento Area Occupational Research Group (SAORG)

Jim Cassio, Project Director

John Harden, Research Coordinator

Joel Gonzales, Research Assistant

Roy Childs, Consultant

SAORG Steering Council

Deborah Travis, Los Rios Community College District

Esther Thomas, Yolo County Office of Education/ROP

Marian Shivers, Yuba College--Woodland Campus

Jim O'Malley, Regional Occupational Training Department/SCOE

Rod Nishi, Sacramento Employment and Training Agency

Tom Medley, Golden Sierra Job Training Agency

Linda Hughes, University of California, Davis

Bill Harris, California State University, Sacramento

Brenda Gray, LEED Sacramento

Jane Canty, Sacramento County Dept. of Human Assistance/GAIN

Employment Development Department Labor Market Information Division

Al Tokuno, CCOIS Site Analyst

David Lyons, Area Analyst

Linda Rodgers, Area Analyst

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Introduction

WELCOME to the 1996 Occupational Outlook & Training Directory for Sacramento and Yolo Counties. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). The CCOIS is a statewide program based on partnerships between state and local agencies to generate and produce local and reliable occupational information. As of 1996, there are 38 CCOIS projects that cover all of California's 58 counties. The project that produced this local publication produces the largest volume of local occupational information in the United States. It is coordinated by the Yolo County Community Partnership Agency and the Sacramento Area Occupational Research Group (at the local level), and by the California Employment Development Department's Labor Market Information Division (at the state level).

This year's publication includes detailed occupational outlook profiles on about 150 occupations as well as a comprehensive directory of public and private training programs available to individuals in the Sacramento region. As described in detail in the appendix, the occupational outlook profiles are based on extensive surveys with hundreds of local employers and are designed to meet a variety of needs for local labor market information. The three major uses for this type of planning information includes:

- 9 Career exploration and decision-making,
- 9 Human resource management and economic development, and
- 9 Education, employment, and job training program planning.

Occupational Outlook Profiles



The occupations profiled in this publication are listed alphabetically on the Contents page. Each occupation was selected for study based on a variety of criteria, including the needs of local career development and workforce preparation staff. The wide variety of occupations, both large and small, should offer something for everyone. Except for a few special projects, each of the occupational outlook profiles follows a consistent format and uses the same terminology to make the information as user-friendly as possible.

The key terms used in the occupational outlook profiles include:
Almost All (75-100%), **Most** (50-74%), **Many** (35-49%), **Some** (10-34%), and **Few** (< 10%)

Anyone using the occupational outlook profiles for the first time should start by reading the section in the appendix entitled *Using the Occupational Outlook Profiles* (page 510). Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on *Research Methods* (page 513). Additional material in the appendix includes sections on the *Top Ten Occupational Information Resources* (page 519), *CCOIS Projects in California* (page 522), and *Occupational References* (page 524).

Training Directory

The purpose of the training directory is to provide basic information on the many training providers and programs available to individuals in the Sacramento region; specifically, to include information on certificate and degree programs which prepare persons for entry into one or more specific occupations. This includes programs offered through Adult Education, Apprenticeships, Community Colleges, Private Schools and Colleges, Regional Occupational Programs (ROP), and Universities.



An alphabetical listing of training providers (grouped by training sector) is included in the *Contents* section beginning on page vii. An *Occupation-Training Index* can be found in the very back of the book beginning on page 558. This index groups the training providers by occupational title to indicate that a related training program is provided. The *Training Provider Information*, which spans pages 278-507, includes information on each school/training provider (including available services), and information on the certificate and/or degree programs offered (such as program cost, length, and entry requirements).

The producers of this publication do not endorse or recommend any particular occupations, training providers, or programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Occupational outlook information is generally current for about three or four years; after that, new information and trends must be considered. In using the training directory, please contact the training providers directly to verify/update the information before decisions are made. Questions regarding the content of this publication, or requests to purchase additional copies, should be directed to the Occupational Research Group at 916-737-7580.

Contents

Outline

	Page
Part One: Occupational Outlook Profiles	2
Part Two: Training Directory	278
Part Three: Appendix	509

Occupational Outlook Profiles

Accountants & Auditors	2
Aircraft Mechanics	4
Animal Health Technicians	6
Assemblers & Fabricators	8
Automotive Body & Related Repairers	10
Automotive Mechanics	12
Bartenders	14
Billing, Cost & Rate Clerks	16
Bookkeeping, Accounting & Auditing Clerks	18
Bread & Pastry Bakers	20
Bus & Truck (Diesel) Mechanics	22
Butchers & Meatcutters	24
Cabinetmakers & Bench Carpenters	26
Cardiology Technologists	28
Carpenters	30
Child Care Workers	32
Civil Engineers	34
Computer Network Administrators	36
Computer Programmers	38
Concrete & Terrazzo Finishers	40
Construction & Building Inspectors	42
Cooks, Institution & Cafeteria	44
Correctional & Probation Officers	46
Cost Estimators	48
Court Reporters	50
Data Entry Keyers	52
Data Processing Equipment (Computer) Repairers	54
Dental Assistants	56
Dental Hygienists	58
Dental Laboratory Technicians	60
Detectives & Investigators (Private)	62
Diagnostic Radiologic Technologists	64
Dietetic Technicians	66
Dispatchers (Non-Emergency)	68

Occupational Outlook Profiles--continued	Page
Dispatchers, Emergency	70
Drafters	72
Drywall Installers	74
Electrical & Electronic Engineering Technicians	76
Electrical & Electronic Engineers	78
Electrical & Electronic Equipment Assemblers	80
Electricians	82
Electromedical & Biomedical Equipment Repairers	84
Electronic Entertainment Equipment Repairers	86
Elementary School Teachers	88
Employment Interviewers	90
Firefighters	92
Floral Designers	94
Food Service (Restaurant) Managers	96
Gardeners & Groundskeepers	98
Grader, Dozer & Scraper (Heavy Equip.) Operators	100
Graphic Arts Designers & Technicians	102
Grocery Checkers	104
Guards & Watch Guards (Security Officers)	106
Hairdressers, Hairstylists & Cosmetologists	108
Hand Packers & Packagers	110
Hard Tile Setters (Tile Layers)	112
Hazardous Materials Technicians	114
Heating, Air Conditioning & Refrigeration Mechanics	116
Heavy & Tractor-Trailer Truck Drivers	118
Home Health Care Workers (Aides)	120
Hotel Catering Managers	122
Hotel Desk Clerks	124
Human Resources Occupations	126
Industrial Truck & Tractor (Forklift) Operators	128
Instructional Aides	130
Interviewing (& Admitting) Clerks	132
Janitors & Cleaners	134
Kindergarten Teachers	136
Law Enforcement Officers	138
Legal Secretaries	140
Licensed Vocational Nurses	142
Light Truck & Delivery Drivers	144
Loan Officers & Counselors	146
Machinists	148
Maintenance Repairers	150
Marketing, Advertising & Public Relations Managers	152

Occupational Outlook Profiles--continued	Page
Mechanical Engineers	154
Medical & Clinical Laboratory Assistants	156
Medical & Clinical Laboratory Technologists	158
Medical & Psychiatric Social Workers (Counselors)	160
Medical Assistants	162
Medical Records Technicians	164
Medical Secretaries	166
Medical Transcriptionists	168
Motorcycle Repairers	170
Nurse Aides	172
Nursery Workers	174
Occupational Therapists	176
Occupational Therapy Assistants	178
Office Machine & Cash Register Servicers	180
Opticians	182
Painters	184
Paralegal Personnel	186
Personnel Clerks	188
Pharmacists	190
Pharmacy Technicians	192
Photographers	194
Photographic Processing Machine Operators	196
Physical Therapist Assistants	198
Physical Therapists	200
Physical Therapy Aides	202
Plumbers	204
Pre-Press Workers (Print Shops)	206
Preschool Teachers	208
Printing Press Machine Operators	210
Property & Real Estate Managers	212
Psychiatric Technicians	214
Receptionists & Information Clerks	216
Registered Nurses	218
Respiratory Care Practitioners (Therapists)	220
Restaurant Cooks	222
Retail Sales, First Line Supervisors & Managers	224
Roofers	226
Sales Agents & Placers (Insurance)	228
Salespersons, Parts	230
Salespersons, Retail	232
School Bus Drivers	234
Secondary School Teachers	236

Occupational Outlook Profiles--continued	Page
Secretaries	238
Sheet Metal Workers	240
Social Workers	242
Solid Waste Management Occupations	244
Special Education Teachers	246
Speech-Language Pathologists & Audiologists	248
Statistical Financial Analysts	250
Stock Clerks (Warehouse Workers)	252
Surgical Technicians	254
Systems Analysts (Computer)	256
Tellers	258
Traffic, Shipping & Receiving Clerks	260
Travel Agents	262
Upholsterers	264
Vocational and Educational Counselors	266
Vocational Education Teachers & Instructors	268
Waiters & Waitresses	270
Water Treatment Plant Operators	272
Welders	274

Training Directory

Adult Education Schools

Folsom-Cordova Adult Education	278
Grant Adult & Community Education	279
Orange Grove Adult Education	282
Sacramento City USD Skills & Business Education Center	283
San Juan Adult Education	286

Apprenticeships

Boilermaker J.A.C.	290
Carpenters 46 Northern California Counties JATC	291
Carpenters Apprenticeship Training Center	292
Carpet, Linoleum, Tile, Local #1237	294
Cement Masons, Local #582	295
Drywall/Lathing JATC	296
Field Ironworkers Apprentice Training Program	296
Joint Apprenticeship for Plumbing	297
Millmen & Industrial Carpenters Union, Local #1618	298
Operating Engineers JAC	299
Painters and Tapers, Local #487	300

Training Directory--continued*Apprenticeships--continued*

	Page
Roofing Apprenticeship and Training	301
Sacramento Area Electrical JATC	302
Sacramento Area Plasterers JAC	302
Sacramento Automotive JAC	303
Sacramento Bricklayers, Local #3	304
Sacramento Glaziers Joint Apprenticeship	304
Sacramento Valley Sheet Metal Apprenticeship	305
Stationary Engineers, Local #39	306
Tile Layers, Local #4	306
United Food & Commercial Workers, Local #588	308
WECA Electrical Apprenticeship Program	309

Community Colleges

American River College	310
Cosumnes River College	328
Sacramento City College	340
Sierra College	354
Yuba College--Woodland Campus	364

Private Schools

Academy of Permanent Cosmetics	372
Advanced Career Technologies Institute	373
American Red Cross	374
Automotive Diagnostics	375
Bartenders School of Sacramento	376
Basic Business Training	377
Breining Institute	378
Business & Technology Training Institute	379
Cal Trade Welding Schools	382
California Academy of Merchandising, Art & Design	383
California Career College	384
California Institute of Jewelry Training	385
California Motel Training	386
California Security Training Academy, Inc.	387
Capital Bible Institute	388
Career College of Cosmetology	389
Careers In Construction	390
Cast Images	391
Century 21 Real Estate	392
Citrus Heights Beauty College	393
CompuVista Business Institute	394

Private Schools--continued

	Page
Construction Plus Training	395
Cook School of Real Estate	396
D-Q University	397
Dolphin Swim School & Scuba Diving Center, Inc.	399
EBM Business Institute	400
Elayan Dental Lab Institute	401
Elite Academy	402
Executive Flyers	403
Federico College of Hairstyling	404
Flight Operations, Inc.	406
Golden & Sons Unibody and Refinishing School	407
Goodwill Industries of Sacramento Valley, Inc.	408
H & R Block Tax School	409
Heald Business College	410
Heald Institute of Technology	411
High-Tech Institute Medical Careers	413
Humphreys College	415
ITT Technical Institute	418
Ja'onna's Laboratory Skills Training Program	419
Jerrylee Beauty College	420
Lederwolff Culinary Academy	422
Lincoln Training Centers	423
Lumblau Real Estate School	424
Lydia Reibel Floral Design School	425
Moler Barber College	426
Montessori Teacher College Sacramento	428
MTI Western Business College	429
My-Le's Beauty College	432
National Career Education	433
National Education Center--Sawyer Campus	435
New Directions Learning Center	437
Northern California Training Institute	439
Office Skills Center	440
Pacific Coast Horseshoeing School	441
Pacific Pet Grooming Institute	442
Pacific Technical Institute	443
Patterson Aviation Academy	444
Paxton Trade Schools	445
Precision Technical Institute	446
Purple Heart Veterans Rehabilitation Services	448
Rudolf Steiner College	449
Sacramento Executive Helicopters	450

Training Directory-continued

<i><u>Private Schools-continued</u></i>	Page
Salvatore's College of Hair Styling	451
Sebastian Schaeffer Institute	452
Sierra Hi-Tech	453
Silva Technical Institute	454
The College for Early Childhood Educators	455
Timberline Construction Education Center	456
Travel & Tourism Institute	457
Trinity Life Bible College	458
Truck Driving Academy	458
Universal School of Master Locksmithing	459
Vocational Evaluation Services, Inc.	460
Western Career College	463
Western Truck School	465
Wisdom Center Technologies & Institute	466
 <i><u>Regional Occupational Programs</u></i>	
Sacramento County Regional Occupational Programs	468
Yolo County Regional Occupational Programs	489
 <i><u>Universities</u></i>	
California State University, Sacramento	496
California State University, Sacramento-Regional & Continuing Ed.	498
Chapman University	498
Embry-Riddle Aeronautical University	499
Golden Gate University	499
Lincoln Law School of Sacramento	500
Lorenzo Patino School of Law	500
McGeorge School of Law	500
National University	501
The Professional School of Psychology	501
The Union Institute	501
University of California, Davis	502
University of California, Davis-University Extension	506
University of Phoenix, Sacramento Campus	506
University of San Francisco College of Professional Studies	507
University of San Francisco School of Education	507

Appendix

	Page
Using the Occupational Outlook Profiles	510
Research Methods & Sample Questionnaire	513
Top Ten Occupational Information Resources	519
CCOIS Projects in California	522
Occupational References	524
Occupation-Training Index	558

Occupational Outlook Profiles

Accountants & Auditors

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

Training, Experience and Other Requirements

Most recent hires have completed four or more years of college with a degree in business or accounting. Some accounting firms require credentials as a CPA (Certified Public Accountant). Most employers do not require prior experience. A few jobs are filled by promoting from Accounting Clerk or assistant positions. Internships during college are helpful in securing valuable experience as well as future employment opportunities. Promotions for Accountants and Auditors may lead to management positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.50 to \$14.00/hr	Median: \$12.75/hr
New Hires/Exp'd:	\$9.50 to \$16.50/hr	Median: \$14.16/hr
Exp'd/After 3 Years:	\$12.00 to \$19.25/hr	Median: \$17.67/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Most also provide dental insurance, vision insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in business and/or accounting. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Accountants and Auditors in Sacramento and Yolo Counties are employed by Government agencies, with the remainder spread out over many different industries. Most employers fill openings through in-house promotion or transfer and/or hire unsolicited applicants. Many also fill openings by hiring referrals from schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 5,965 to 7,290 Accountants and Auditors currently employed in Sacramento and Yolo Counties. About 56 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 160-195 projected job openings per year due to a net increase in occupation size.

Projected Separations: 85-100 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Auditing skills; ability to use personal computers; customer service skills; tax accounting skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs.

Basic Skills: Oral communication skills; ability to write effectively; problem solving skills; ability to read and follow instructions; ability to work under pressure; ability to work independently; ability to write legibly; willingness to work with close supervision; knowledge of business math.

Other Qualifications: Bondable.

Nationwide Job Outlook

Employment of accountants and auditors is expected to grow faster than the average for all occupations through the year 2005. Qualified accountants and auditors should have good job opportunities. Although the profession is characterized by a relatively low rate of turnover, the occupation is so large that many openings also will arise as accountants and auditors retire or leave the occupation for other reasons. As the economy grows, the number of business establishments increases, requiring more accountants and auditors to set up their books, prepare their taxes, and provide management advice. As these businesses grow, the volume and complexity of information developed by accountants and auditors on costs, expenditures, and taxes will increase as well.

Aircraft Mechanics

Also known as Aviation Mechanics, A & P Mechanics, and Aircraft Technicians

Description

Aircraft Mechanics repair and maintain the operating condition of aircraft assemblies, such as hydraulic and pneumatic systems, landing gear, propeller assemblies, fuel tanks, and airframe assemblies. They inspect, test, modify, and install equipment according to specifications, using tools such as power shears, welding equipment, rivet guns, and air or electric drills. Includes Helicopter Repairers (OES 853230).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college or vocational training. Most employers require 16 to 24 months of prior experience and A&P (Airframe and Powerplant) certification. A few jobs are filled by promoting from apprentice positions. Promotions for Aviation Mechanics may lead to supervisory positions. Most jobs are 40 hours per week. Employers report that computer/electronics skills and a willingness to participate in drug testing are important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$9.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$17.00/hr	Median: \$12.80/hr
Exp'd/After 3 Years:	\$13.00 to \$19.00/hr	Median: \$16.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, life insurance, dental insurance, and a retirement plan. Some provide vision insurance and child care.

Getting the Training

Certificate and degree programs take about two years to complete and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Aviation Mechanics in Sacramento and Yolo Counties are employed by airline companies or for air freight/cargo services. However, for the most part, the larger airlines do not employ mechanics locally. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Some openings are filled through in-house promotion and/or by hiring referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 435 to 535 Aviation Mechanics currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; English grammar and spelling skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs; ability to lift at least 50 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; organizational and time management skills; ability to handle crisis situations; record keeping skills; ability to work under pressure; trained in CPR and first aid techniques.

Nationwide Job Outlook

Because aircraft mechanics' skills are transferable to other occupations, most job openings for aircraft mechanics through the year 2005 will stem from replacement needs as some mechanics leave for other work that requires a background in electronics. Employment of aircraft mechanics is expected to increase slower than the average for all occupations through the year 2005. A growing population and rising incomes are expected to stimulate the demand for airline transportation, and the number of aircraft is expected to grow. However, employment growth will be restricted somewhat by increases in productivity resulting from greater use of automated inventory control and modular systems that speed repairs and parts replacement. Job opportunities are likely to be best in general aviation. Because wages in small companies tend to be relatively low, there are fewer applicants for these jobs than for airline jobs. Also, some jobs will become available as experienced mechanics leave the occupation.

Animal Health Technicians

Also known as Technicians and Veterinary Technicians

Description

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of the veterinary staff (no OES code; DOT 079361014).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Examiners in Veterinary Medicine for information. Almost all recent hires have completed one to two years of college or vocational training. Most employers require six to twelve months of prior experience. Promotions for Animal Health Technicians may lead to supervisory positions such as Office Manager. Most jobs are 40 hours per week. Some jobs are 15-25 hours per week. Willingness to work weekends and overtime may be important for job entry. Employers report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.88/hr
New Hires/Exp'd:	\$6.25 to \$8.50/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$7.50 to \$11.00/hr	Median: \$9.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance. Some provide a retirement plan, vision insurance, and life insurance. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Animal Health Technicians in Sacramento and Yolo Counties are employed by veterinarians and veterinary clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs and/or employees. Some openings are filled by hiring unsolicited applicants.

Employment Information

Occupation Size: There are approximately 450 to 700 Animal Health Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to work as part of a team; ability to work independently; verbal communication skills; ability to perform basic mathematical calculations; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment of animal caretakers is expected to grow faster than the average for all occupations through the year 2005 as the population and economy expand. The number of dogs and cats has increased significantly over the last 10 years, and is expected to continue to increase. In addition to the growth in demand for animal caretakers, many other job opportunities will result from the need to replace workers leaving the field. The best prospects should be for graduates of training programs in veterinary technology. Many employers complain of a shortage of formally trained veterinary technicians.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Assemblers & Fabricators

Also known as Production Workers

Description

Assemblers and Fabricators assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing (OES 939560).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a trainee position. Promotions for Assemblers and Fabricators may lead to supervisory positions such as Crew/Team Leader. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$8.75/hr	Median: \$6.25/hr
New Hires/Exp'd:	\$6.50 to \$8.75/hr	Median: \$7.90/hr
Exp'd/After 3 Years:	\$8.00 to \$16.00/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, life insurance, and a retirement plan.

Getting the Training

Certificate and degree programs range in length from one to two years, although many employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Assemblers and Fabricators in Sacramento and Yolo Counties are employed by manufacturers and fabricators of metal, wood, glass, fiberglass, rubber, and plastic products. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,775 to 2,170 Assemblers and Fabricators currently employed in Sacramento and Yolo Counties. About 25 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; ability to use and read a tape measure; ability to perform assembly work; ability to operate power hand tools.

Physical Abilities: Manual dexterity; good eye-hand coordination; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to perform routine and repetitive work; willingness to work with close supervision.

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on precision assembler employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes.

Automotive Body & Related Repairers

Also known as Bodymen and Techs

Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass (OES 853050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Auto Body Repairers generally begin as Trainees or Apprentices. Promotions may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$12.50 to \$19.00/hr	Median: \$17.00/hr
Exp'd/After 3 Years:	\$16.00 to \$20.00/hr	Median: \$18.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and life insurance. Many provide a retirement plan and vision insurance.

Getting the Training

Certificate and degree programs range in length from two months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Auto Body Repairers in Sacramento and Yolo Counties are employed by auto body repair shops and auto dealers. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 795 to 970 Auto Body Repairers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate power hand tools; ability to apply various painting techniques; welding skills; masking skills; artistic skills; skills in working with fiberglass.

Physical Abilities: Ability to stand continuously for 2 or more hours; possess good color perception; ability to sit continuously for 2 or more hours; ability to lift at least 70 lbs repeatedly; ability to tolerate dust and paint fumes.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Ability to provide own hand tools; willingness to work with close supervision; ability to work independently; interpersonal skills.

Nationwide Job Outlook

Employment of automotive body repairers is expected to increase faster than the average for all occupations through the year 2005. Opportunities should be best for persons with formal training. Requirements will increase as the number of motor vehicles in operation and the number damaged in accidents will increase. New automobile designs have body parts made of materials that are more difficult to work with than the traditional steel body parts. Also, new, lighter weight automotive designs are prone to greater collision damage than older, heavier designs. Nevertheless, the need to replace experienced repairers who transfer to other occupations or retire or stop working will still account for the majority of job openings.

Automotive Mechanics

Also known as Automotive Technicians

Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck (Diesel) Mechanics, and Electrical Systems Specialists (OES 853020).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Almost all employers require two to four years of prior experience. Various certifications are expected of experienced and well-trained mechanics. A few jobs are filled by promoting from apprentice positions. Journey-level status comes after several years of experience and training. Many Technicians and Mechanics develop specialties such as electronics, transmissions, or brakes. Promotions for Automotive Technicians may lead to specialty or supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Employers report that computer/electronics skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$9.00 to \$17.00/hr	Median: \$12.87/hr
Exp'd/After 3 Years:	\$12.00 to \$20.00/hr	Median: \$17.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide life insurance, vision insurance, and a retirement plan. Some provide paid sick leave.

Getting the Training

Certificate and degree programs range in length from three months to four years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Automotive Technicians in Sacramento and Yolo Counties are employed by auto dealers and repair shops, and by government agencies. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled through in-house promotion and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: There are approximately 3,525 to 4,310 Automotive Technicians currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 80-95 projected job openings per year due to a net increase in occupation size.

Projected Separations: 100-120 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; verbal communication skills; English grammar and spelling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs; ability to do strenuous, physically demanding work; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; possess good DMV driving record; ability to work under pressure.

Nationwide Job Outlook

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose programs include some basic electronics should have the best opportunities. Persons without formal mechanic training are likely to face competition for entry level jobs. Employment of automotive mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Growth in mechanic employment in automobile dealerships, independent automotive repair shops, specialty car care chains, and other establishments will be offset somewhat by declining employment in gasoline service stations. Nevertheless, the number of mechanics is expected to increase because expansion of the driving age population will increase the number of motor vehicles on the road. The growing complexity of automotive technology increasingly necessitates that cars be serviced by highly trained mechanics.

Bartenders

Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes (OES 650050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a Barback or Helper position. Promotions for Bartenders may lead to supervisory positions. Jobs range from 15-40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call or part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$7.75/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.50 to \$7.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.00 to \$8.00/hr	Median: \$7.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance.

Getting the Training

Certificate programs range in length from five to seven weeks. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bartenders in Sacramento and Yolo Counties are employed by eating and drinking establishments and hotels. Most employers fill openings through in-house promotion.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,390 to 1,695 Bartenders currently employed in Sacramento and Yolo Counties. About 39 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; ability to operate a cash register; knowledge of drink recipes; understanding of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; basic math skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Public contact skills; ability to work under pressure; ability to work independently; ability to deal effectively with difficult individuals; good memory skills; ability to tolerate cigarette smoke; willingness to work with close supervision.

Nationwide Job Outlook

The employment of bartenders is expected to decline as drinking of alcoholic beverages outside the home- particularly cocktails-continues to drop. Most openings will arise from the need to replace the high proportion of workers who leave this occupation each year. There is substantial movement into and out of the occupation because the limited formal education and training requirements for these jobs allow easy entry, and the predominance of part-time jobs is attractive to persons seeking a short-term source of income rather than a career.

Billing, Cost & Rate Clerks

Description

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods, posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also does not include workers who calculate charges for passenger transportation (OES 553440).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers require one to two years of prior experience. A few jobs are filled by promoting from other clerical positions. Promotions for Billing, Cost, and Rate Clerks may lead to higher level clerical or supervisory positions. Almost all jobs are 40 hours per week. Employers report that a willingness to participate in drug testing is important. Most employers report that computer word processing, spreadsheet, and database skills are important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$12.00/hr	Median: \$8.63/hr
New Hires/Exp'd:	\$8.00 to \$14.00/hr	Median: \$9.79/hr
Exp'd/After 3 Years:	\$8.00 to \$15.50/hr	Median: \$12.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance, vision insurance, and a retirement plan.

Getting the Training

Certificate programs range in length from one to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Billing, Cost and Rate Clerks in Sacramento and Yolo Counties are employed in many industries, with about half employed by health care organizations and government agencies. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 1,640 to 2,005 Billing, Cost and Rate Clerks currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; organizational and time management skills; record keeping skills; problem solving skills; ability to work under pressure.

Nationwide Job Outlook

Job openings for persons seeking work as billing clerks are expected to be numerous through the year 2005. Despite a lack of employment growth, many job openings will occur as billing clerks transfer to other occupations or leave the labor force. Turnover in this occupation is relatively high, reflecting the fact that it is an entry level occupation with minimal education and training requirements. Overall employment of billing clerks is expected to change little through the year 2005. A growing economy and a greater demand for billing services will result in more business transactions, but productivity increases will keep employment from rising. Employment of billing, cost, and rate clerks will rise, but not as fast as the increase in business transactions, as computers are increasingly used to manage account information. Less routine, more complex billing applications will increasingly require workers with greater technical expertise.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Bookkeeping, Accounting & Auditing Clerks

Description

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers (OES 553380).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require six to twelve months of prior experience and some may be willing to accept training as a substitute for experience. Some Bookkeeper and Accounting Technician positions are filled by promoting from other clerical positions. Promotions may lead to higher level bookkeeping and accounting positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work on-call, temporary, or seasonal may be important for job entry. Employers report that computer word processing, database, and spreadsheet skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$10.50/hr	Median: \$7.42/hr
New Hires/Exp'd:	\$8.00 to \$11.50/hr	Median: \$9.01/hr
Exp'd/After 3 Years:	\$9.50 to \$14.00/hr	Median: \$11.88/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, vision insurance, life insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from one month to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Bookkeepers and Accounting Technicians in Sacramento and Yolo Counties are employed in most industries, with about one out of every three jobs provided by government agencies and educational institutions. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: There are approximately 10,530 to 12,870 Bookkeepers and Accounting Technicians currently employed in Sacramento and Yolo Counties. About 87 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 125-150 projected job openings per year due to a net increase in occupation size.

Projected Separations: 190-235 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to perform basic mathematical calculations; verbal communication skills; English grammar and spelling skills; writing skills; ability to work as part of a team; ability to work independently.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; record keeping skills; supervisory skills.

Nationwide Job Outlook

The large size of this occupation ensures a large number of openings and plentiful job opportunities for jobseekers. Virtually all job openings through the year 2005 will be due to replacement needs because of workers transferring to other occupations or leaving the labor force. Turnover is lower than among other record clerk occupations. Many opportunities for temporary and part-time work should also be available. A growing economy will result in more financial transactions and other activities and, therefore, more demand for accounting services. Virtually all new jobs will be created in small, rapidly growing organizations. Large organizations, on the other hand, are likely to continue the consolidation of departments to eliminate duplicate functions and reduce the demand for these clerks. Overall, little change is expected in the employment level through 2005.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Bread & Pastry Bakers

Also known as Bakery Clerks

Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods (OES 650210).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from a Counter Helper position. Promotions for Bread and Pastry Bakers may lead to supervisory positions. Most jobs are 20-25 hours per week. Some jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call or part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.75 to \$6.40/hr	Median: \$5.67/hr
New Hires/Exp'd:	\$6.00 to \$10.00/hr	Median: \$7.75/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$8.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide paid sick leave, a retirement plan, vision insurance and life insurance.

Getting the Training

Certificate programs range in length from six to twelve months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bread and Pastry Bakers in Sacramento and Yolo Counties are employed by eating and drinking establishments, retail bakeries, and grocery stores. Most employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 665 to 815 Bread and Pastry Bakers currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to plan and organize the work of others; pastry decorating skills; mastery of baking equipment; pastry making skills.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 25 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work under pressure; interpersonal skills; willingness to work with close supervision; public contact skills; ability to work independently.

Nationwide Job Outlook

The popularity of fresh baked breads and pastries should insure continued rapid growth in the employment of bakers. Job openings are expected to be excellent through the year 2005. Growth in demand for these workers will create many new jobs, but most openings will arise from the need to replace workers who leave this occupation each year.

Bus & Truck (Diesel) Mechanics

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Does not include mechanics working primarily with automobile diesel engines (OES 853110).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require prior experience and various certifications are expected of experienced and well-trained mechanics. A few jobs are filled by promoting from Apprentice positions. Journey-level status comes after several years of experience and training. Promotions for Diesel Mechanics may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$10.50/hr
New Hires/Exp'd:	\$10.00 to \$18.00/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.00 to \$19.50/hr	Median: \$17.00/hr

Almost all employers provide a paid vacation and dental insurance. Most also provide paid sick leave and a retirement plan. Many provide vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Diesel Mechanics in Sacramento and Yolo Counties are employed by diesel repair shops, government agencies, and trucking firms. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 810 to 990 Diesel Mechanics currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to repair diesel engines; ability to implement safe work practices; ability to use hand tools; ability to operate electric testing equipment; knowledge of basic auto mechanics; ability to operate electronic automotive diagnostic equipment; knowledge of hydraulics; shop math skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 75 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; ability to provide own hand tools; willingness to work with close supervision; possession of a good DMV driving record; public contact skills.

Nationwide Job Outlook

Employment of diesel mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Because this is a large occupation, more job openings are expected for diesel mechanics than for most other occupations. Although employment growth will create many new jobs, most job openings will arise from the need to replace diesel mechanics who transfer to other fields of work or retire or stop working for other reasons. Employment of diesel mechanics is expected to grow as freight transportation by truck increases. More trucks will be needed for both local and intercity hauling due to the increased production of goods.

Butchers & Meatcutters

Description

Butchers and Meatcutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering (OES 650230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Butchers and Meatcutters may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends and holidays, and the willingness to work on-call or part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$8.50/hr	Median: \$8.28/hr
New Hires/Exp'd:	\$7.50 to \$15.50/hr	Median: \$10.12/hr
Exp'd/After 3 Years:	\$10.00 to \$15.50/hr	Median: \$15.47/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and vision insurance. Most also provide a retirement plan and life insurance.

Getting the Training

Apprenticeship training takes about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Butchers and Meatcutters in Sacramento and Yolo Counties are employed by grocery stores. Most employers fill openings by hiring union referrals. Many also recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,045 to 1,275 Butchers and Meatcutters currently employed in Sacramento and Yolo Counties. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to plan and organize the work of others; ability to conduct inspections; record keeping skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; manual dexterity; good eye-hand coordination; ability to lift at least 60 lbs repeatedly; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; public contact skills; willingness to work with close supervision; ability to provide own hand tools.

Nationwide Job Outlook

Overall employment of butchers and meat, poultry, and fish cutters is expected to grow more slowly than the average for all occupations through the year 2005 as more meat cutting and processing shifts from the retail store to the plant. Nevertheless, many job opportunities should arise due to the need to replace experienced workers who transfer to other occupations or leave the labor force. As the Nation's population grows, the demand for meat should continue to increase. Although meat is increasingly cut and processed at meatpacking plants, this shift is coming slowly. At present, most red meat arrives at the grocery store partially cut up and the retail meatcutter performs the final processing and packaging.

Cabinetmakers & Bench Carpenters

Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock (OES 893110).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers require prior experience. Some jobs are filled by promoting from Apprentice positions. Promotions for Cabinetmakers and Bench Carpenters may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$7.00 to \$11.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$13.00/hr

Many employers provide a paid vacation.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cabinetmakers and Bench Carpenters in Sacramento and Yolo Counties are employed by cabinet making firms and furniture manufacturers. Most employers fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 380 to 465 Cabinetmakers and Bench Carpenters currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to set up woodworking machines; shop math skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

As the Nation's population, personal income, and business expenditures grow, the demand for wood products will increase. In addition, the continuing need for repair and renovation of residential and commercial properties is expected to stimulate demand. Opportunities for woodworkers who specialize in such items as moldings, cabinets, stairs, and windows, should therefore be particularly good. Employment in woodworking occupations is highly sensitive to economic cycles, so the growth in these occupations will be primarily affected by the overall state of the economy. In addition to growth, thousands of openings will arise each year because of the need to replace experienced workers who transfer to other occupations or leave the labor force.

Cardiology Technologists

Description

Cardiology Technologists conduct tests of pulmonary and/or cardiovascular systems of patients to diagnose pulmonary and/or cardiovascular disorders. They may conduct or assist in electrocardiogram, cardiac catheterization, pulmonary-function, lung capacity, and similar tests (OES 329250).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers require about two years of prior experience. Promotions for Cardiology Technologists may lead to supervisory positions. Most jobs are 40 hours per week. Many jobs are 20-30 hours per week. Willingness to work part-time, overtime, on-call, and weekends may be important for job entry. Many employers report that computer database skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$10.50 to \$20.00/hr	Median: \$15.50/hr
Exp'd/After 3 Years:	\$12.25 to \$21.00/hr	Median: \$15.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, a retirement plan, and vision insurance. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete. However, no local programs were identified for this occupation.

Getting the Job

Almost all Cardiology Technologists in Sacramento and Yolo Counties are employed by hospitals. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 15 to 25 Cardiology Technologists currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of cardiology technologists is expected to grow faster than average for all occupations. Growth will occur as the population ages, because older people have a higher incidence of heart problems.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Carpenters

Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters (OES 871020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Apprentice or Helper positions. Journey-level status comes after several years of on-the-job experience. Specialty areas include framing, finishing, and remodeling. Promotions for Carpenters may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week and seasonal. Willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.75 to \$10.00/hr	Median: \$7.83/hr
New Hires/Exp'd:	\$10.50 to \$19.50/hr	Median: \$19.00/hr
Exp'd/After 3 Years:	\$13.00 to \$22.50/hr	Median: \$22.00/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and life insurance. Most also provide vision insurance and a retirement plan.

Getting the Training

Apprenticeship training takes about four years to complete. In addition, certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Carpenters in Sacramento and Yolo Counties are employed by general building and heavy construction contractors. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from unions.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 2,475 to 3,025 Carpenters currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 75-90 projected job openings per year due to a net increase in occupation size.

Projected Separations: 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Rough carpentry skills; finish carpentry skills; remodeling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to climb to high places; possess agility and coordination; ability to lift at least 50 lbs; ability to do strenuous and physically demanding work.

Basic Skills: Ability to work independently; ability to read and follow instructions; willingness to work with close supervision; shop math skills.

Other Qualifications: Provide own hand tools; regular use of own reliable vehicle.

Nationwide Job Outlook

Job opportunities are expected to be plentiful through the year 2005, due primarily to extensive replacement needs. Well over 100,000 jobs will become available each year as carpenters transfer to other occupations or leave the labor force. The total number of job openings for carpenters each year usually is greater than for other craft occupations because the occupation is large and turnover is high. Increased demand for carpenters will create additional job openings. Employment is expected to increase about as fast as the average for all occupations through the year 2005. Construction activity should increase in response to demand for new housing and commercial and industrial plants and the need to renovate and modernize existing structures. Although employment of carpenters is expected to grow over the long run, people entering the occupation should expect to experience periods of unemployment due to the short-term nature of many construction projects and the cyclical nature of the construction industry.

Child Care Workers

Also known as Aides and Assistant Teachers

Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Training, Experience and Other Requirements

Almost all recent hires have completed one to four years of college, including 6-12 units of ECE (Early Childhood Education). Most employers do not require prior experience. Promotions for Child Care Workers may take the form of self-employment or, with additional education, promotions may lead to Teacher, Head Teacher, and Center Director. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.63/hr
New Hires/Exp'd:	\$5.75 to \$7.50/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$6.75 to \$10.00/hr	Median: \$8.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and child care. Some provide life insurance, vision insurance, and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Child Care Workers in Sacramento and Yolo Counties are employed by child care centers, nursery schools, and pre-schools. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 995 to 1,215 Child Care Workers currently employed in Sacramento and Yolo Counties. About 95 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 40-45 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to work independently; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.

Other Qualifications: Ability to handle crisis situations; ability to work under pressure; trained in CPR and first aid techniques; multi-cultural familiarity; problem solving skills; attention to detail; organizational and time management skills.

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. The proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose. Rising labor force participation among women age 20-44 will also contribute to the growth of employment among preschool workers. Mothers of very young children are almost as likely to work as other women, and women are returning to work sooner after childbirth.

Civil Engineers

Also known as Environmental Engineers

Description

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions (OES 221210).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Most recent hires have completed four years of college with a bachelor degree in Civil or Environmental Engineering. Most employers do not require prior experience. Many Civil and Environmental Engineers develop specialties such as structural, transportation, or environmental engineering. Promotions may lead to positions such as Project Engineer, Senior Engineer, Principal Engineer, and Superintendent. Promotions may also take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.00 to \$17.25/hr	Median: \$14.90/hr
New Hires/Exp'd:	\$13.00 to \$20.50/hr	Median: \$17.15/hr
Exp'd/After 3 Years:	\$15.50 to \$24.00/hr	Median: \$18.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in civil and environmental engineering. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Civil Engineers in Sacramento and Yolo Counties are employed by government agencies and engineering consulting firms. Almost all employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: There are approximately 2,975 to 3,640 Civil Engineers currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size.

Projected Separations: 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to calculate weight, volume and stress factors; report writing skills; knowledge of hydraulics.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs.

Basic Skills: Ability to read and follow instructions; analytical ability; oral communication skills; ability to work independently; ability to write legibly; organizational ability.

Nationwide Job Outlook

Employment of civil engineers is expected to increase about as fast as the average for all occupations through the year 2005, spurred by population growth and an expanding economy. More civil engineers will be needed to design and construct higher capacity transportation, water supply, and pollution control systems, large buildings, and other structures, and repair or replace existing roads, bridges, and other public structures. Most job openings, however, will result from the need to replace civil engineers who transfer to other occupations or leave the labor force. Because construction-related industries, including those providing design services, employ many civil engineers, employment opportunities will vary by geographic area and may decrease during economic slowdowns when construction often is curtailed.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Computer Network Administrators

Description

Computer Network Administrators direct a firm's network and its related computing environment, including hardware, software, and all configurations (no OES code; DOT 031262014).

Training, Experience and Other Requirements

Almost all recent hires have completed two to four years of college. Most employers require one to two years of prior experience. Some jobs may be filled by promoting from other computer related positions. Promotions for Computer Network Administrators may lead to supervisory or management positions. Almost all jobs are 40-45 hours per week. Some employers report that Internet skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.75 to \$17.25/hr	Median: \$11.99/hr
New Hires/Exp'd:	\$12.00 to \$24.00/hr	Median: \$18.54/hr
Exp'd/After 3 Years:	\$13.25 to \$24.00/hr	Median: \$18.56/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and life insurance. Most also provide a retirement plan and vision insurance. Some provide child care.

Getting the Training

Many colleges and universities offer undergraduate programs in computer science. In addition, certificate programs range in length from two to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Network Administrators are increasingly employed in a wide variety of industries that have computer network systems. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer. Many fill openings by hiring referrals from employment agencies and/or schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 200 to 400 Computer Network Administrators currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Insufficient data; however, most employers surveyed expect this occupation to grow.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; writing skills; English grammar and spelling skills; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; problem solving skills; attention to detail; record keeping skills; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. The complexity associated with designing new applications is growing and the need to design computer networks that will facilitate the sharing of information will be a major factor in the rising demand for systems analysts.

Computer Programmers

Description

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information (OES 251051).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Computer Programmers may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$12.50 to \$15.75/hr	Median: \$15.00/hr
New Hires/Exp'd:	\$12.50 to \$20.00/hr	Median: \$15.98/hr
Exp'd/After 3 Years:	\$14.75 to \$25.75/hr	Median: \$20.69/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. In addition, many colleges and universities offer undergraduate programs in computer science. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Programmers in Sacramento and Yolo Counties are employed by a wide variety of industries, including government agencies and software development firms. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 4,425 to 5,410 Computer Programmers currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size.

Projected Separations: 105-125 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write, edit and debug computer programs for business; problem solving skills; ability to use fourth generation computer languages; ability to write documentation of computer procedures; engineering programming skills; knowledge of minicomputer hardware and operating systems; statistical programming skills.

Physical Abilities: Ability to concentrate for long periods.

Basic Skills: Ability to think logically; ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; ability to work under pressure; willingness to work with close supervision.

Nationwide Job Outlook

Employment of programmers is expected to grow faster than the average for all occupations through the year 2005 as computer usage expands. The demand for programmers will increase as organizations seek new applications for computers and improvements to the software already in use. The rising demand for information, further automation of offices and factories, advances in health and medicine, and continuing scientific research will stimulate the demand for skilled programmers. One important area of progress will be data communications. Networking computers so they can communicate with each other is necessary to achieve the greater efficiency that organizations require to remain competitive.

Concrete & Terrazzo Finishers

Also known as Cement Masons

Description

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and obtain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. Includes Concrete Rubbers (OES 873110).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Apprentice or Laborer positions. Promotions for Cement Masons may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week and seasonal. Willingness to work part-time and on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$11.50 to \$20.25/hr	Median: \$17.00/hr
Exp'd/After 3 Years:	\$12.00 to \$22.75/hr	Median: \$17.00/hr

Most employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cement Masons in Sacramento and Yolo Counties are employed by concrete and masonry contractors and general building contractors. Most employers fill openings by hiring union referrals and/or by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 545 to 665 Cement Masons currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; ability to do cement work; basic construction skills; ability to operate power hand tools; understanding of construction terms.

Physical Abilities: Ability to kneel for extended periods of time; ability to perform strenuous and physically demanding work; physical stamina; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently; interpersonal skills.

Nationwide Job Outlook

Employment of concrete masons and terrazzo workers is expected to grow more slowly than the average for all occupations through the year 2005. In addition to job openings that will stem from the rising demand for the services of these workers, other jobs will become available as experienced workers transfer to other occupations or leave the labor force. The demand for concrete masons and terrazzo workers will rise as the population and the economy grow. More masons will be needed to build highways, bridges, subways, factories, office buildings, hotels, shopping centers, schools, hospitals, and other structures. In addition, the increasing use of concrete as a building material- particularly in nonresidential construction- will add to the demand.

Construction & Building Inspectors

Description

Construction and Building Inspectors inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations. Inspections may be limited to a single area, such as electrical systems or elevators, or inspections may be more general in nature (OES 219080).

Training, Experience and Other Requirements

Most recent hires have completed high school and have prior construction-related experience. Most employers require prior experience and ICBO (International Conference of Building Officials) certification. Promotions for Construction and Building Inspectors may lead to supervisory positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$12.75 to \$15.00/hr	Median: \$13.37/hr
New Hires/Exp'd:	\$12.25 to \$16.50/hr	Median: \$15.30/hr
Exp'd/After 3 Years:	\$15.00 to \$19.00/hr	Median: \$17.31/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, a retirement plan, and vision insurance.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Construction and Building Inspectors in Sacramento and Yolo Counties are employed by government agencies. Most employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 325 to 395 Construction and Building Inspectors currently employed in Sacramento and Yolo Counties. About 7 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to accurately record and report; ability to read blueprints; knowledge of building codes; knowledge of cement work; report writing skills.

Physical Abilities: Ability to crawl under buildings; ability to work from ladders/scaffolds; ability to lift at least 10 lbs; good physical condition; ability to stand continuously for 2 or more hours.

Basic Skills: Attention to detail; ability to read and follow instructions; ability to write legibly; ability to interact well with others; ability to work independently; oral communication skills; ability to perform basic mathematical computations.

Other Qualifications: Willingness to work outdoors in all weather; possess valid driver's license.

Nationwide Job Outlook

Employment of construction and building inspectors is expected to grow faster than the average for all occupations through the year 2005. Increases in the level of construction activity and a rising concern for public safety and for improvements in the quality of construction should spur demand for construction and building inspectors. The trend of government-particularly Federal and State-to contract out construction inspection functions to engineering, architectural and management services firms is expected to continue. Despite the expected rapid growth in demand for inspection services, most job openings will arise from the need to replace inspectors who transfer to other occupations or leave the labor force.

Cooks, Institution & Cafeteria

Description

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities (OES 650280).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Some jobs are filled by promoting from such positions as Helper, Aide, Trainee, and Apprentice. Promotions for Institution and Cafeteria Cooks may lead to supervisory positions. Most jobs are 20-30 hours per week. Some jobs are 10-20 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time and on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.25 to \$7.75/hr	Median: \$6.24/hr
New Hires/Exp'd:	\$5.25 to \$9.00/hr	Median: \$6.94/hr
Exp'd/After 3 Years:	\$6.25 to \$10.00/hr	Median: \$7.61/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, and vision insurance. Most also provide a retirement plan and life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to Cooking Related Occupations in the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Institution and Cafeteria Cooks in Sacramento and Yolo Counties are employed by educational institutions, hospitals and nursing homes, residential care facilities, and government agencies. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,080 to 1,320 Institution and Cafeteria Cooks currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of safety and sanitation requirements; knowledge of food preparation.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to work under pressure; oral communication skills; ability to read and follow instructions; ability to work independently; patience with children; willingness to work with close supervision; ability to perform basic mathematical computations.

Nationwide Job Outlook

Employment of institutional and cafeteria chefs and cooks will grow about as fast as the average with employment concentrated in the educational and health services sectors. Although employment in both sectors is expected to increase rapidly, growth of institutional and cafeteria cooks will not keep pace. Many high schools and hospitals are trying to make "institutional food" more attractive to students, staff, visitors, and patients. While some are employing more highly trained chefs and cooks to prepare more appealing meals, others are contracting out their food services. Many of the contracted companies emphasize fast-food chains and employ short-order and fast-food cooks instead of institutional and cafeteria cooks. Most job openings will arise from the need to replace the relatively high proportion of workers who leave this occupation each year.

Correctional & Probation Officers

Summarized from a Roundtable Discussion

Description

CORRECTIONAL OFFICERS are charged with the safety and security of persons who have been arrested, are awaiting trial, or who have been convicted of a crime and sentenced to serve time in a correctional institution.

PROBATION AND PAROLE OFFICERS counsel offenders, process their release from correctional institutions, and evaluate their progress after release.

NOTE: There appears to be some disagreement over whether Probation and Parole Officers (POs) should be associated with Social Workers or Law Enforcement Officers. In the past, POs have been viewed more so as Social Workers, but recent trends suggest that POs have become more "enforcement oriented" (e.g., making arrests, etc.). It has been suggested that they now need to become more "service-oriented."

Training, Experience and Other Requirements

Employable applicants must have the ability to pass the following: a medical evaluation (including drug testing), physical ability test, psychological screening, a written examination, an oral interview, a background investigation, and successful completion of academy training. Probation and Parole Officers are generally required to have completed four years of college. INCREASING VIOLENCE: As a group, criminal offenders--youth and adult, male and female--are becoming more violent, reflecting the increase in violence in our society. Five years ago, 45 percent of California's inmate population were detained for violent offenses; since then, the number has increased to 65 percent and is much higher in some areas. Persons considering a career as a Correctional Officer should be aware of the dangers and the stress involved. The use of weapons and physical force are part of the job for anyone involved in the custody and control of inmates.

Potential Earnings

Following academy training, most Correctional Officers in California earn between \$2,450 and \$3,550 per month (plus overtime). Probation and Parole Officers typically earn between \$2,000 and \$3,000 per month, with some increasing to more than \$4,000 per month. The state appears to pay at the highest rate, with private contractors paying their Correctional Monitors at the lowest rates.

Getting the Training

Degree programs for Correctional Officers take about two years to complete and do not necessarily eliminate the need for academy training. Many colleges and universities offer undergraduate programs in criminal justice and social work to prepare individuals as Probation and Parole Officers.

Getting the Job

The California Department of Corrections (CDC) employs persons as Correctional Officers (COs) and Parole Agents. The California Youth Authority (CYA), which includes inmates from 12-25 years of age, employs persons as Group Supervisors and Youth Counselors. Cities and Counties also employ Correctional Officers and Probation Officers, and, for working with youth, Juvenile Counselors. Private Contractors employ Correctional Monitors.

Employment Information

City, county and state governments employ the majority of Correctional Officers, with the federal government and private contractors employing a relatively small percentage. Nationwide, state governments employ about two out of every three Correctional Officers. The OUTLOOK FOR JOB SEEKERS is very competitive for Correctional Officers; even more so for Probation Officers. Even with significant growth projected due to a growing population of offenders, these occupations will continue to be very difficult to enter because of the large number of applicants who meet the minimum qualifications. Even the highest qualified persons should expect an indefinite waiting period before gaining employment. About 21 percent of the Correctional Officers in California are female; about 63 percent of the Social Workers (including Probation and Parole Officers) in California are female.

Very Important Qualifications for Job Entry

Good basic reading and writing skills are required. Interpersonal/communication skills, understanding of cultural diversity, and basic computer skills are also important.

Nationwide Job Outlook

Employment of correction officers is expected to increase much faster than the average for all occupations through the year 2005 as additional officers are hired to supervise and counsel a growing inmate population. The need to replace correction officers who transfer to other occupations or leave the labor force, coupled with rising employment demand, will generate several tens of thousands of job openings each year.

Cost Estimators

Also known as Construction Estimators and Project Managers

Description

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced (OES 219020).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Cost Estimators may lead to management positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.00 to \$14.50/hr	Median: \$13.00/hr
New Hires/Exp'd:	\$12.50 to \$20.75/hr	Median: \$16.95/hr
Exp'd/After 3 Years:	\$15.50 to \$25.50/hr	Median: \$20.60/hr

Almost all employers provide medical insurance and other benefits, including dental insurance and a paid vacation. Most also provide a retirement plan, life insurance, and paid sick leave.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cost Estimators in Sacramento and Yolo Counties are employed by various construction related contractors. Almost all employers fill openings by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 865 to 1,055 Cost Estimators currently employed in Sacramento and Yolo Counties. Few in Sacramento and Yolo Counties are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to read blueprints; knowledge of cost estimating; knowledge of construction; ability to use reference materials (e.g. handbooks); knowledge of building codes; ability to use a computer; knowledge of accounting work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs.

Basic Skills: Attention to detail; ability to work independently; analytical ability; ability to read and follow instructions; oral communication skills; ability to perform advanced mathematical computations; ability to work under pressure; ability to write legibly; ability to write effectively.

Nationwide Job Outlook

Employment is dependent primarily upon the level of construction and manufacturing activity. Growth of the construction industry, where about 58 percent are employed, will be the driving force behind the rising demand for cost estimators. Overall, employment is expected to increase faster than the average for all occupations through the year 2005. The fastest growing sectors of the construction industry will be in the construction and repair of highways and streets, bridges, and construction of more subway systems, airports, water and sewage systems, and electric powerplants and transmission lines. Job prospects should be best for those workers who have substantial experience in various phases of construction or a specialty craft or those with a degree in construction management, engineering, or architectural drafting.

Court Reporters

Description

Court Reporters record all statements made at trials, hearings, or meetings in order to furnish an official written record. On request, they frequently read aloud portions of their transcript to clarify statements. Reporters may use several methods to prepare an official record such as a computer aided transcription system, a dictating machine, or a transcriber. Reporters may be self-employed (no OES code; DOT 202362010).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the California Certified Shorthand Reporters Board for information. Most recent hires have completed two to four years of college or vocational training. Most employers do not require prior experience. Promotions for Court Reporters may lead to assignment to a higher court. Almost all jobs are 40 hours per week. Willingness to work part-time, overtime, and on-call may be important for job entry. Employers report that computer-aided reporting skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$14.75 to \$19.75/hr	Median: \$17.33/hr
New Hires/Exp'd:	\$15.50 to \$23.00/hr	Median: \$19.79/hr
Exp'd/After 3 Years:	\$16.75 to \$23.00/hr	Median: \$22.76/hr

Almost all employers provide medical insurance and a retirement plan. Most also provide a paid vacation, paid sick leave, dental insurance, and life insurance. Some provide vision insurance.

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Court Reporters in Sacramento and Yolo Counties are employed by the local (county) or federal court system. Some work for placement agencies on a job-by-job basis. Most employers fill openings by hiring unsolicited applicants. Some also recruit applicants through trade publications and/or newspaper advertisements. Judges may also appoint court reporters to positions within their court.

Employment Information

Occupation Size: There are approximately 120 to 200 Court Reporters currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 10 lbs; ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; record keeping skills; ability to handle crisis situations.

Nationwide Job Outlook

Skilled court reporters jobs should remain nearly unchanged even while video recordings are increasingly recognized as legal records of proceedings. However, budget constraints should limit the ability of Federal, State, and local courts to expand, even in the face of rising numbers of criminal court cases and civil lawsuits. Demand should grow, however, for court reporters willing to take depositions for court reporting service bureaus or as independent freelancers. Competition for entry level jobs as a court reporter is increasing as more workers are attracted to the occupation. Opportunities should be best for those who earn certification by the National Court Reporters Association.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Data Entry Keyers

Also known as Data Entry Operators

Description

Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Does not include workers who primarily work with a Data Entry Composing Machine (OES 560170).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require prior experience. Promotions for Data Entry Keyers may lead to supervisory or other clerical positions. Many jobs are part-time or on-call, 15-25 hours per week. Some jobs are 40 hours per week. Willingness to work part-time or on-call, or in temporary positions may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$9.75/hr	Median: \$8.87/hr
New Hires/Exp'd:	\$7.00 to \$10.75/hr	Median: \$9.44/hr
Exp'd/After 3 Years:	\$7.50 to \$11.75/hr	Median: \$10.28/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a paid vacation, a retirement plan, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs range in length from one month to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Data Entry Keyers in Sacramento and Yolo Counties are employed by government agencies, insurance companies, and temporary employment agencies. Most employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: There are approximately 3,045 to 3,720 Data Entry Keyers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to key at least 10,000 strokes per hour; ability to operate a numeric 10-key pad by touch.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Ability to perform routine and repetitive work; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of data entry keyers is expected to decline through the year 2005 despite rapid growth in the production of information and volume of business transactions. This is an indication of the significant productivity gains expected to continue among office workers due to increasing office automation. Many job openings will still occur each year, however, as workers transfer to other occupations or leave the labor force. The technological advances and restructuring of work processes are allowing fewer workers to handle a bigger workload. Other technologies are being implemented which aim to make data entry unnecessary.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Data Processing Equipment (Computer) Repairers

Also known as Computer Technicians and Service Technicians

Description

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems (OES 857050).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Computer Equipment Installer. Promotions for Computer Technicians may lead to supervisory or management positions. Most jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$12.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$7.75 to \$13.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$10.00 to \$16.75/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and paid sick leave. Most also provide a retirement plan, life insurance, and vision insurance.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Computer Technicians in Sacramento and Yolo Counties are employed by computer manufacturers, wholesalers, and retailers. Almost all employers fill openings by hiring unsolicited applicants. Most also fill openings by hiring referrals from schools and training programs and/or through in-house promotion.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 565 to 695 Computer Technicians currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 80-95 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use a computer terminal; public contact skills; record keeping skills; familiarity with diagnostic programs; knowledge of electronics testing equipment; knowledge of peripheral equipment operation; knowledge of digital computers; knowledge of microcomputer hardware/systems.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Basic Skills: Problem solving skills; ability to work independently; oral communication skills; ability to perform basic mathematical computations; ability to write legibly; ability to read and follow instructions; willingness to work with close supervision; ability to write effectively.

Other Qualifications: Possess valid driver's license; regular use of own reliable vehicle.

Nationwide Job Outlook

Employment of computer repairers is expected to grow much faster than the average for all occupations through the year 2005. Organizations throughout the economy should continue to automate in search of greater productivity and improved service. Demand for computer repairers will increase as the amount of computer equipment increases. The development of new computer applications and lower computer prices will also spur demand. More repairers will be needed to install, maintain, and repair these machines. However, employment of repairers will grow less rapidly than the anticipated increase in the amount of equipment because of the improved reliability of computers and ease of repair.

Dental Assistants

Also known as RDAs (Registered Dental Assistants)

Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require one to two years of prior experience. Certification as an RDA (Registered Dental Assistant) is usually required. Promotions for Dental Assistants may lead to supervisory positions such as Office Manager or, with additional education, to Dental Hygienist. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Some employers report that x-ray certification and computer database/spreadsheet skills are important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$8.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$8.00 to \$13.00/hr	Median: \$10.75/hr
Exp'd/After 3 Years:	\$10.00 to \$17.00/hr	Median: \$13.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Most also provide dental insurance. Some provide vision insurance, life insurance, and child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from eight months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring referrals from schools and training programs. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,215 to 1,485 Dental Assistants currently employed in Sacramento and Yolo Counties. About 96 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Trained in CPR and first aid techniques; attention to detail; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Population growth, higher incomes, and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one, or even two assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks so they may use their own time more profitably. Nevertheless, most job openings for dental assistants will arise from the need to replace assistants who leave the occupation. Many assistants leave the job to take on family responsibilities, return to school, or transfer to another occupation.

Dental Hygienists

Also known as Hygienists and Registered Dental Hygienists

Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth (OES 329080).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Committee on Dental Auxiliaries for information. Most recent hires have completed two years of college. Most employers require prior experience. Promotions for Dental Hygienists may lead to supervisory positions such as Office Manager. Most jobs are 32-40 hours per week. Many jobs are 16-24 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$30.00 to \$32.00/hr	Median: \$30.00/hr
New Hires/Exp'd:	\$30.00 to \$32.50/hr	Median: \$31.38/hr
Exp'd/After 3 Years:	\$30.00 to \$36.00/hr	Median: \$32.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Many also provide dental insurance. Some provide vision insurance and child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled by hiring referrals from employment agencies.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 780 to 955 Dental Hygienists currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; English grammar and spelling skills; ability to work independently; ability to work as part of a team; writing skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Ability to handle crisis situations; attention to detail; organizational and time management skills; problem solving skills; ability to work under pressure; trained in CPR and first aid techniques; record keeping skills.

Nationwide Job Outlook

Employment of dental hygienists is expected to grow much faster than the average for all occupations through the year 2005 in response to increasing demand for dental care. Demand will be stimulated by population growth, greater retention of natural teeth by middle-aged and elderly people and rising real incomes. Additional job openings will result from the need to replace workers who leave the occupation. Also, dentists are likely to employ more hygienists for several reasons. Older dentists, who are less likely to employ dental hygienists, will leave and be replaced by recent graduates, who are more likely to do so. In addition, as dentists' workloads increase, they are expected to hire more hygienists to perform preventive dental care such as cleaning, so they may use their own time more profitably.

Dental Laboratory Technicians

Description

Precision Dental Laboratory Technicians perform precision tasks, such as construction and repair of full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of Dentists or Orthodontists. They may also provide analytical and diagnostic services. The occupation includes such workers as Dental Ceramists, Crown and Bridge Technicians, and Orthodontic Technicians. Does not include Assistants, Bite-Block Makers, Opaquers, and Denture and Coiler Packers (OES 899210).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Most employers require some prior experience. Many Dental Laboratory Technicians will specialize in either ceramic or metal work. Promotions may lead to supervisory or specialty positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.75 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.00 to \$12.00/hr	Median: \$8.75/hr
Exp'd/After 3 Years:	\$7.00 to \$13.00/hr	Median: \$11.63/hr

Most employers provide a paid vacation. Many also provide medical insurance. Some provide paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate programs range in length from four to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Dental Laboratory Technicians in Sacramento and Yolo Counties are employed by dental laboratories. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 215 to 265 Dental Laboratory Technicians currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to perform routine, repetitive work; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; organizational and time management skills; ability to work under pressure; problem solving skills.

Nationwide Job Outlook

Job opportunities for dental laboratory technicians should be favorable despite little growth in the occupation. Employers have difficulty filling trainee positions, probably because of relatively low entry level salaries and lack of familiarity with the occupation. Although job opportunities are favorable, employment of dental laboratory technicians is not expected to grow through the year 2005 due to improvements in the overall dental health of the population. As a result, people are keeping their teeth longer. Instead of full or partial dentures, most people will need a bridge or crown. This means less work for dental laboratory technicians, who may need to fabricate only three or four teeth rather than a whole set of false teeth. Office-based, computer-aided equipment, designed to measure a patient's mouth and fabricate the required prosthetic device, is currently under development and testing in Europe. While not replacing the technicians completely, such equipment, when and if it comes into widespread use in this country, could reduce the amount of time required to produce dental prosthetics-and, therefore, the demand for dental laboratory technicians.

Detectives & Investigators (Private)

Also known as Private Investigators and Loss Prevention Agents

Description

Detectives and Investigators protect property, merchandise, and money of a store or similar establishment by detecting theft, shoplifting, or other unlawful practices by the public or employees. They take necessary action to preserve order and enforce standards of decorum established by management. Includes investigators who conduct private investigations, such as obtaining confidential information, seeking missing persons, or investigating crimes and thefts. Does not include employees who primarily stand guard at entrances or walk about premises to guard property (OES 630350).

Training, Experience and Other Requirements

Loss Prevention Agents—who typically work for retail and department stores—are not usually required to have a license. However, Private Investigators (PIs) must be licensed; contact the Bureau of Collection and Investigative Services for information. Almost all recent hires have completed two to four years of college. Most employers require prior experience. A few PI jobs are filled by promoting from Assistant or Trainee positions. Promotions may lead to supervisory positions or, for PIs, to partnership in the firm. Some promotions for PIs may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week, and some others are temporary or seasonal positions. Willingness to work in temporary positions may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$7.50 to \$15.00/hr	Median: \$11.82/hr
Exp'd/After 3 Years:	\$9.50 to \$20.00/hr	Median: \$16.96/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave and a paid vacation. Most also provide a retirement plan and dental insurance. Many provide life insurance.

Getting the Training

Degree programs in criminal justice range in length from two to four years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Detectives and Investigators in Sacramento and Yolo Counties are employed by retail/department stores and private investigation firms. Employers use a variety of methods to recruit applicants and/or fill openings: newspaper advertisements, in-house promotion or transfer, and referrals from employees.

Employment Information

Occupation Size: There are approximately 325 to 400 Detectives and Investigators currently employed in Sacramento and Yolo Counties. About 16 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Report writing skills; ability to follow security protection procedures; investigative research skills.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Ability to pay attention to detail; ability to work independently; ability to work under pressure; possession of a clean police record; public contact skills; possession of a reliable vehicle.

Nationwide Job Outlook

Information not available.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Diagnostic Radiologic Technologists

Also known as X-Ray Techs

Description

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes (OES 329210).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services for information. Most recent hires have completed high school plus vocational training. Most employers do not require prior experience, although a certification in Radiologic Technology (CRT) is required. Promotions for Diagnostic Radiologic Technologists may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.50 to \$14.50/hr	Median: \$13.57/hr
New Hires/Exp'd:	\$13.75 to \$16.00/hr	Median: \$15.01/hr
Exp'd/After 3 Years:	\$13.00 to \$19.00/hr	Median: \$16.45/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs take about one year to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Diagnostic Radiologic Technologists in Sacramento and Yolo Counties are employed by hospitals and radiology services. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 365 to 445 Diagnostic Radiologic Technologists currently employed in Sacramento and Yolo Counties. About 58 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow safe equipment operating practices; knowledge of medical terminology; ability to use film developing equipment; ability to follow fluoroscopic imaging procedures; ability to apply transferring techniques in moving patients; ability to take vital signs; ability to write effectively; ARRT registration.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Public contact skills; ability to work under pressure; ability to work independently.

Nationwide Job Outlook

Employment of radiologic technologists is expected to grow much faster than the average for all occupations through 2005, as the health care industries grow, and because of the vast clinical potential of diagnostic imaging and therapeutic technology. Current as well as new uses of imaging equipment are virtually certain to sharply increase demand for radiologic technologists. New generations of diagnostic imaging equipment are expected to give even better information to physicians and be used more widely. Since ultrasound is non-invasive, it is also less risky and uncomfortable for the patient than exploratory surgery. Hospitals will remain the principal employer of radiologic technologists.

Dietetic Technicians

Also known as Registered Dietetic Technicians

Description

Dietetic Technicians provide service in assigned areas of food service management. They teach principles of food and nutrition and provide dietary counseling under direction of Dietitians (OES 325230).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers do not require prior experience. Promotions for Dietetic Technicians may lead to supervisory positions or, with the appropriate credentials, to Registered Dietitian positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$12.75/hr	Median: \$9.32/hr
New Hires/Exp'd:	\$8.00 to \$13.25/hr	Median: \$11.71/hr
Exp'd/After 3 Years:	\$8.50 to \$13.25/hr	Median: \$12.10/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Dietetic Technicians in Sacramento and Yolo Counties are employed by hospitals and skilled nursing care facilities. Many employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 110 to 135 Dietetic Technicians currently employed in Sacramento and Yolo Counties. About 86 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of good diet and nutrition; ability to modify menus because of dietary restrictions; knowledge of food science; knowledge of food characteristics; ability to write effectively; ability to prepare client meal plans; understanding of food processing methods; ability to teach principles of food and nutrition.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of dietitians is expected to grow as fast as the average for all occupations through the year 2005 as demand grows for meals and nutritional counseling in nursing homes, schools, prisons, community health programs, home health care agencies, diet workshops, and health clubs. Public interest in nutrition and the emphasis on health education and prudent lifestyles will add to the demand. Many job openings will also result from the need to replace experienced workers who leave the occupation. Employment of dietitians in hospitals is expected to grow slowly; on the other hand, rapid growth is expected in nursing homes as the number of very old people rises sharply.

Dispatchers (Non-Emergency)

Description

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers (OES 580050).

Training, Experience and Other Requirements

Most recent hires have completed high school or have completed two years of college. Most employers require prior experience. Employers tend to fill openings by promoting from driving-related positions. Promotions for Dispatchers may lead to supervisory positions. Almost all jobs are 40-50 hours per week. Willingness to work on-call may be important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$11.00/hr	Median: \$10.76/hr
New Hires/Exp'd:	\$9.25 to \$17.50/hr	Median: \$11.00/hr
Exp'd/After 3 Years:	\$12.25 to \$17.50/hr	Median: \$14.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and vision insurance. Most also provide paid sick leave, a retirement plan, and life insurance.

Getting the Training

Certificate programs range in length from three to six months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Dispatchers in Sacramento and Yolo Counties are employed by state and local government agencies, security systems services, detective and armored car services, and trucking and warehousing firms. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 715 to 870 Dispatchers currently employed in Sacramento and Yolo Counties. About 49 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; map reading skills; knowledge of local streets; telephone answering skills; recordkeeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; oral communication skills; ability to write legibly; ability to read and follow instructions; basic math skills.

Other Qualifications: Ability to work under pressure; ability to handle crisis situations; customer service skills; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Overall employment of dispatchers is expected to grow about as fast as the average for all occupations through the year 2005. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force. Although population growth and economic expansion are expected to increase overall employment, not all dispatcher occupations will be affected in the same way. For example, employment of taxicab, train, and truck dispatchers is sensitive to economic conditions. When economic activity falls, demand for transportation services declines and some may experience layoffs or a shortened workweek. Employment of tow truck dispatchers, on the other hand, is seldom affected by general economic conditions. Computerization, although very expensive, is making inroads into all areas of dispatching, increasing productivity and dampening employment growth somewhat.

Dispatchers, Emergency

Also known as Communications Operators

Description

Dispatchers, Police, Fire, Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials (OES 580020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from clerical positions. Promotions for Emergency Dispatchers may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.50 to \$13.75/hr	Median: \$10.97/hr
New Hires/Exp'd:	\$11.00 to \$15.75/hr	Median: \$11.96/hr
Exp'd/After 3 Years:	\$12.00 to \$17.00/hr	Median: \$13.84/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, a retirement plan, life insurance, and vision insurance.

Getting the Training

Employers generally provide the training for this occupation, although prior clerical training and/or experience is helpful.

Getting the Job

Most Emergency Dispatchers in Sacramento and Yolo Counties are employed by government agencies. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 125 to 155 Emergency Dispatchers currently employed in Sacramento and Yolo Counties. About 49 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to handle crisis situations; telephone answering skills; map reading skills; ability to use computer terminal; customer service skills; ability to type at least 30 wpm; record keeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to work under pressure; ability to work independently; ability to follow oral instructions; ability to read and follow instructions; willingness to work with close supervision; ability to write legibly; ability to write effectively.

Other Qualifications: Possess clean police record; knowledge of local streets; multi-cultural familiarity.

Nationwide Job Outlook

Employment of police, fire, and ambulance dispatchers is expected to grow about as fast as the average for all occupations. Their employment is concentrated in State and local government, an industry sector which is expected to experience average growth. Increasingly intense competition among government functions for available resources should limit the ability of many growing communities to keep pace with rapidly growing emergency services needs. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force. Computerization, although very expensive, is making inroads into all areas of dispatching, increasing productivity and dampening employment growth somewhat.

Drafters

Also known as CAD Operators

Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Training, Experience and Other Requirements

Most recent hires have completed two years of college or vocational training. Most employers require one to two years of prior experience. With the appropriate education, promotions for Drafters may lead to Architect or Engineer. Almost all jobs are 40 hours per week. Willingness to work overtime and weekends may be important for job entry. Many employers report that AutoCad skills are important for job entry and that hand/manual drafting skills are becoming obsolete.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$11.00/hr	Median: \$8.91/hr
New Hires/Exp'd:	\$9.50 to \$15.25/hr	Median: \$11.88/hr
Exp'd/After 3 Years:	\$13.25 to \$18.00/hr	Median: \$14.38/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, life insurance, and a retirement plan. Some provide vision insurance.

Getting the Training

Certificate and degree programs range in length from two months to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Drafters in Sacramento and Yolo Counties are employed by engineering and architectural firms, and by government agencies. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees and/or schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,200 to 1,470 Drafters currently employed in Sacramento and Yolo Counties. About 22 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; problem solving skills; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills; ability to plan and organize the work of others; supervisory skills.

Nationwide Job Outlook

Employment is expected to grow more slowly than the average for all occupations through the year 2005. Industrial growth and the increasingly complex design problems associated with new products and processes will increase the demand for drafting services. However, greater use of CAD equipment by architects and engineers, as well as drafters, is expected to offset some of this growth in demand. Although productivity gains from CAD have been relatively modest since CAD use became widespread, CAD technology continues to advance. CAD is expected to become an increasingly powerful tool, simplifying many traditional drafting tasks. Individuals who have at least 2 years of training in a technically strong drafting program and who have experience with CAD systems will have the best opportunities. Although growth in employment will create many job openings, most job openings are expected to arise as drafters retire or leave the labor force for other reasons.

Drywall Installers

Also known as Hangers and Drywallers

Description

Drywall Installers apply plasterboard or other wallboard to ceiling and interior walls of buildings (OES 871080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Apprentice or Laborer positions. Promotions for Drywall Installers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 30-40 hours per week and seasonal.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$8.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$10.00 to \$19.50/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.50 to \$22.75/hr	Median: \$18.00/hr

Insufficient data to report on fringe benefits.

Getting the Training

Apprenticeship training takes about four years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Drywall Installers in Sacramento and Yolo Counties are employed by construction/building contractors. Most employers fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 350 to 425 Drywall Installers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and no difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; ability to operate power hand tools; drywall installation and repair skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to work in awkward positions; ability to climb to high places.

Basic Skills: Basic math skills; ability to read and follow instructions.

Other Qualifications: Ability to work independently; willingness to work with close supervision; interpersonal skills; possess reliable vehicle.

Nationwide Job Outlook

Replacement needs will account for most job openings for drywall workers and lathers through the year 2005. Turnover in this occupation is very high, reflecting the lack of formal training requirements and the ups and downs of the business cycle to which the construction industry is very sensitive. Because of their relatively weak attachment to the occupation, many workers with limited skills leave the occupation when they find they dislike the work or because they can't find steady employment. Additional job openings will be created by the rising demand for drywall work. Employment is expected to grow faster than the average for all occupations as the level of new construction and renovation increases. In addition to traditional interior work, the growing acceptance of insulated exterior wall systems will add to the demand for drywall workers.

Electrical & Electronic Engineering Technicians

Also known as Electronic Technicians

Description

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment (OES 225050).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college. Most employers do not require prior experience. With the appropriate education, promotions for Electronic Engineering Technicians may lead to Engineer positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$9.50/hr	Median: \$8.36/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$9.90/hr
Exp'd/After 3 Years:	\$10.00 to \$14.00/hr	Median: \$11.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electronic Engineering Technicians in Sacramento and Yolo Counties are employed by the federal government (defense agencies) and by manufacturing and engineering firms. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,660 to 2,030 Electronic Engineering Technicians currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 40-50 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of electronic technology; ability to operate electronics testing equipment; knowledge of algebra; knowledge of electronic circuitry; ability to read schematics; ability to read working drawings; understanding of electrical technology; understanding of circuit design; understanding of basic digital theory; ability to write effectively; ability to operate electric testing equipment; record keeping skills; understanding of basic analog theory.

Physical Abilities: Ability to sit continuously for 2 or more hours; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision.

Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Electrical & Electronic Engineers

Description

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers (OES 221260).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Almost all recent hires have completed four years of college with a bachelor degree in electrical or electronic engineering. Most employers require 18 to 36 months of prior experience. A few jobs are filled by promoting from Drafter or Designer positions. Many Electrical and Electronic Engineers develop specialties such as electronics manufacturing, electronics communication/broadcasting, electrical power/public utilities, or new products research and development. Promotions may lead to positions such as Project Engineer, Senior Engineer, and Principal Engineer. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer word processing, spreadsheet, database, and AutoCad skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.75 to \$15.25/hr	Median: \$13.82/hr
New Hires/Exp'd:	\$14.50 to \$21.50/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$19.00 to \$26.25/hr	Median: \$20.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in electrical and electronic engineering. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Electrical and Electronic Engineers in Sacramento and Yolo Counties are employed by government agencies, manufacturers, and engineering consulting firms. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 1,630 to 1,995 Electrical and Electronic Engineers currently employed in Sacramento and Yolo Counties. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB. Overall however, growth is projected for the metropolitan area.

Projected Separations: 35-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to perform basic mathematical calculations; ability to work as part of a team; ability to work independently.

Other Qualifications: Problem solving skills; attention to detail; ability to work under pressure; organizational and time management skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment opportunities for electrical and electronics engineers are expected to be good through the year 2005. Most job openings will result from job growth and the need to replace electrical engineers who transfer to other occupations or leave the labor force. These openings should be sufficient to absorb the number of new graduates and other entrants. Employment in this engineering specialty is expected to increase about as fast as the average for all occupations. Job growth is expected to be fastest in industrial sectors other than manufacturing. Increased demand by businesses and government for computers and communications equipment is expected to account for much of the projected employment growth. Consumer demand for electrical and electronic goods and increased research and development on computers, robots, and other types of automation should create additional jobs. Because many electrical engineering jobs are defense related, cutbacks in defense spending could result in layoffs of electrical engineers, especially if a defense-related project or contract is unexpectedly canceled.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Electrical & Electronic Equipment Assemblers

Description

Assemblers of Electrical and Electronic Equipment-Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. Includes workers who primarily assemble electrical systems for machinery (OES 931140).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from a trainee position. Promotions for Electrical and Electronic Equipment Assemblers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$7.00/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.25 to \$7.50/hr	Median: \$5.25/hr
Exp'd/After 3 Years:	\$7.00 to \$9.00/hr	Median: \$7.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance.

Getting the Training

Certificate programs take about one year to complete, although employers generally provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electrical and Electronic Equipment Assemblers in Sacramento and Yolo Counties are employed by various manufacturers of electronic and electrical equipment or parts. Almost all employers fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 975 to 1,195 Electrical and Electronic Equipment Assemblers currently employed in Sacramento and Yolo Counties. About 64 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 290-355 projected job openings per year due to a net increase in occupation size.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; electronic and component and product assembly skills.

Physical Abilities: Good vision; ability to sit continuously for 2 or more hours; ability to perform precision work; ability to work rapidly.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes. Flexible manufacturing systems are expensive, and a large volume of repetitive work is required to justify their purchase.

Electricians

Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers (OES 872020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require two to five years of prior experience. A few jobs are filled by promoting from apprentice positions. Journey-level status comes after several years of on-the-job experience. Promotions for Electricians may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work weekends may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report that fiber optics skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$10.00 to \$23.00/hr	Median: \$14.50/hr
Exp'd/After 3 Years:	\$15.00 to \$23.50/hr	Median: \$18.75/hr

Almost all employers provide medical insurance. Most also provide dental insurance, a retirement plan, a paid vacation, and life insurance. Many provide vision insurance. Some provide paid sick leave.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electricians in Sacramento and Yolo Counties are employed by electrical contractors. Some are self-employed. Most employers fill openings by hiring union or association referrals. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled through in-house promotion.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,585 to 1,940 Electricians currently employed in Sacramento and Yolo Counties. About 3 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; ability to work independently.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs; ability to do strenuous, physically demanding work.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations; possess good DMV driving record.

Nationwide Job Outlook

Employment of electricians is expected to increase about as fast as the average for all occupations through the year 2005. As the population and the economy grow, many electricians will be needed to install and maintain electrical devices and wiring in homes, factories, offices, and other structures. New technologies also are expected to continue to stimulate the demand for these workers. Increasingly, buildings will be prewired during construction to accommodate use of computers and telecommunications equipment. More and more factories will be using robots and automated manufacturing systems. Installation of this equipment, which is expected to increase, also should stimulate demand for electricians. Additional jobs will be created by rehabilitation and retrofitting of existing structures. In addition to jobs created by increased demand for electrical work, many openings will occur each year as electricians transfer to other occupations, retire, or leave the labor force for other reasons.

Electromedical & Biomedical Equipment Repairers

Also known as Bio-Med Equipment Techs

Description

Electromedical and Biomedical Equipment Repairers test, adjust, and repair electromedical equipment using hand tools and meters (OES 859080).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Most employers do not require prior experience. Promotions for Bio-Med Equipment Techs may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$7.00 to \$17.50/hr	Median: \$14.21/hr
Exp'd/After 3 Years:	\$11.75 to \$18.50/hr	Median: \$15.92/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs in electrical and electronic engineering technology range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Bio-Med Equipment Techs in Sacramento and Yolo Counties are employed by general medical and surgical hospitals. Most employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 60 to 70 Bio-Med Equipment Techs currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to keep maintenance and repair logs; ability to operate electric testing equipment; ability to repair electronic devices; ability to operate electronics testing equipment; knowledge of electronic technology; knowledge of electronic circuitry; ability to use precision tools; knowledge of electronic relays; ability to write effectively; ability to read blueprints.

Physical Abilities: Manual dexterity; finger dexterity; ability to lift at least 50 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Possession of mechanical aptitude; ability to work independently; public contact skills; willingness to work with close supervision.

Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Electronic Entertainment Equipment Repairers

Also known as Electronic and/or Service Techs

Description

Electronic Home Entertainment Equipment Repairers adjust and repair radio and television receivers, stereo systems, phonographs, tape recorders, video systems, and other electronic home entertainment equipment (OES 857080).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers require prior experience. Promotions for Electronic Service Techs may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$8.50 to \$13.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$13.00/hr

Almost all employers provide a paid vacation. Many also provide paid sick leave.

Getting the Training

Certificate and degree programs in electrical and electronic engineering technology range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Electronic Service Techs in Sacramento and Yolo Counties are employed by electronic, radio, and television stores and repair shops. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 90 to 110 Electronic Service Techs currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate electronic testing equipment; ability to operate circuit test equipment; ability to read schematics; soldering skills; understanding of internal workings of audio/video equipment; knowledge of electronic technology; knowledge of electronic circuitry; ability to repair electronic devices.

Physical Abilities: Possession of good color perception; ability to lift at least 10 lbs repeatedly; manual dexterity; good hearing; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to work independently; customer service skills; willingness to work with close supervision.

Nationwide Job Outlook

Employment of electronic home entertainment equipment repairers is expected to decline through the year 2005. Improvements in reliability and ease of servicing should reduce service requirements even though the amount of equipment in use is expected to increase. Nevertheless, opportunities for electronic home entertainment equipment repairers should be good, in large part because many repairers transfer to higher paying occupations requiring a knowledge of electronics, such as computer and office machine repairer.

Elementary School Teachers

Description

Elementary School Teachers teach elementary (first through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils (OES 313050).

Training, Experience and Other Requirements

Almost all recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Elementary School Teachers may lead to administrative positions. Almost all jobs average 40 hours per week, nine months per year. Some jobs (substitute teachers) are on-call, two to three days per week. Willingness to work on-call may be important for job entry. Some employers report that computer and bilingual skills are becoming increasingly important.

Potential Earnings and Benefits

Salaries for Elementary School Teachers range from \$19,600 to \$26,500 per year for new hires without prior experience. After 3 years, the annual salary range is \$25,000 to \$35,000. Teachers who have gained additional education and experience may earn up to \$43,000.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a retirement plan, and vision insurance. Most also provide life insurance. Some provide a paid vacation and child care. Many employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Elementary School Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 6,095 to 7,450 Elementary School Teachers currently employed in Sacramento and Yolo Counties. About 77 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 70-85 projected job openings per year due to a net increase in occupation size.

Projected Separations: 100-120 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Ability to handle crisis situations; multi-cultural familiarity; ability to work under pressure; organizational and time management skills; problem solving skills; record keeping skills.

Nationwide Job Outlook

Average employment growth is projected for kindergarten and elementary school teachers through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Interviewers

Also known as Job Developers, Personnel Consultants, and Employment Services Reps

Description

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data (OES 215080).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Some have completed four years of college. Most employers do not require prior experience. Some jobs are filled by promoting from Trainee or Intern positions. Promotions for Employment Interviewers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$10.50/hr	Median: \$8.57/hr
New Hires/Exp'd:	\$8.75 to \$14.00/hr	Median: \$11.37/hr
Exp'd/After 3 Years:	\$11.50 to \$17.50/hr	Median: \$13.57/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance and life insurance.

Getting the Training

Degree programs in business administration range in length from two to four years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Employment Interviewers in Sacramento and Yolo Counties are employed by government and employment agencies. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 300 to 365 Employment Interviewers currently employed in Sacramento and Yolo Counties. About 62 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply sales techniques; personnel interviewing skills; counseling skills; recordkeeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Tactfulness; customer service skills; possession of a reliable vehicle; ability to work independently.

Nationwide Job Outlook

Employment in this occupation is expected to grow as fast as the average for all occupations through the year 2005. Most new jobs will be with temporary help or personnel supply firms. Relatively little growth is anticipated in State job service offices because of budgetary problems and the increasing use of computerized job matching and information systems. Some additional job openings will result from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Expansion of firms supplying temporary help will be responsible for much of the growth in this occupation. Businesses of all types are turning to temporary help services companies for additional workers during busy periods, for handling short-term assignments or one-time projects, for launching new programs, and to reduce costs of pay and benefits associated with hiring permanent employees.

Firefighters

Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as volunteers or paid employees of city, township, State, or Federal governments (OES 630080).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers do not require prior experience. Training program completion is not usually required, but may be helpful with the difficult and competitive written and oral examinations. Promotions for Firefighters may lead to Captain, Assistant Chief, and Fire Chief positions. Although Firefighters average about 56 hours per week, they generally work for periods of several days and then are off for several days.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.25 to \$10.75/hr	Median: \$9.91/hr
New Hires/Exp'd:	\$9.25 to \$11.25/hr	Median: \$9.91/hr
Exp'd/After 3 Years:	\$10.00 to \$13.75/hr	Median: \$11.46/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Firefighters are employed by government agencies. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 565 to 690 Firefighters currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; ability to take vital signs; knowledge of medical terminology.

Physical Abilities: Pass a physical performance test; pass a pre-employment medical examination; good hearing; good vision; possess agility and coordination; ability to climb to high places; ability to lift at least 50 lbs; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.

Basic Skills: Ability to read and follow instructions; willingness to work with close supervision; ability to work independently; oral communication skills; ability to write legibly; ability to perform basic mathematical computations.

Other Qualifications: Pass oral and/or written exam; possess clean police record; ability to administer emergency first aid.

Nationwide Job Outlook

Employment of firefighters is expected to increase about as fast as the average for all occupations through the year 2005 as a result of the increase in the Nation's population and fire protection needs. In addition, the number of paid firefighter positions is expected to increase as a percentage of all firefighter jobs, especially in smaller communities with expanding populations. However, little growth is expected in large, urban fire departments. Turnover of firefighter jobs is unusually low, particularly for an occupation that requires a relatively limited investment in formal education. Nevertheless, most job openings are expected to result from the need to replace those who retire or leave the occupation.

Floral Designers

Description

Floral Designers design and fashion live, cut, dried and artificial floral and floral arrangements. They prepare standard arrangements or prepare arrangements at the customer's request. They make estimates of costs of arrangements, may wait on customers, and direct or instruct other workers (OES 340381).

Training, Experience and Other Requirements

Most recent hires have completed high school and some vocational training. Most employers require prior experience. Many jobs are filled by promoting from Driver or Sales/Counterperson positions. Promotions for Floral Designers may lead to supervisory positions. Most jobs are 20-25 hours per week. Many jobs are 40 hours per week. Willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.50 to \$8.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$8.00/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate programs range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Floral Designers are employed by florists. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees, employment agencies, and schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 185 to 225 Floral Designers currently employed in Sacramento and Yolo Counties. About 52 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Artistic skills; ability to prepare displays; ability to use hand tools.

Physical Abilities: Ability to stand continuously for 2 or more hours; good eye-hand coordination; possession of good color perception.

Basic Skills: Oral communication skills; ability to write legibly; ability to read and follow instructions; basic math skills.

Other Qualifications: Customer service skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Floral design should experience healthy growth with the addition of floral departments in many grocery stores. While most areas of design are highly competitive, this is not the case in floral design. Relatively low pay and limited opportunities for advancement restrict the supply of suitable applicants. As a result, finding a job as a floral designer should be relatively easy. In addition, many openings will result from the need to replace those who leave the field.

Food Service (Restaurant) Managers

Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors (OES 150261).

Training, Experience and Other Requirements

Most recent hires have completed high school or two to four years of college. Most employers require prior experience. Some jobs are filled by promoting from positions such as Manager Trainee or Assistant Manager. Promotions for Restaurant Managers may lead to higher level management positions. Almost all jobs are about 50 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.75 to \$10.00/hr	Median: \$8.47/hr
New Hires/Exp'd:	\$8.00 to \$11.75/hr	Median: \$9.81/hr
Exp'd/After 3 Years:	\$9.00 to \$15.75/hr	Median: \$12.12/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide life insurance and paid sick leave.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Food Service and Restaurant Managers in Sacramento and Yolo Counties are employed by restaurants, fast-food establishments, hospitals, or institutions. Most employers fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,090 to 1,335 Food Service and Restaurant Managers currently employed in Sacramento and Yolo Counties. About 40 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 40-50 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Customer service skills; ability to plan and organize the work of others; public contact skills; ability to manage an activity or department; ability to hire/assign personnel; record keeping skills; knowledge of inventory techniques; knowledge of purchasing procedures; knowledge of food preparation; ability to maintain financial records; ability to use a computer terminal.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs.

Basic Skills: Oral communication skills; ability to work under pressure; ability to read and follow instructions; problem solving skills; ability to work independently; ability to write effectively; ability to write legibly; willingness to work with close supervision; knowledge of business math.

Other Qualifications: Exceed minimum employer grooming standards.

Nationwide Job Outlook

Employment of restaurant and food service managers is expected to increase much faster than the average for all occupations through the year 2005. In addition to growth in demand for these managers, the need to replace managers who transfer to other occupations or stop working will create many job openings. Job opportunities are expected to be best for persons with bachelor's or associate degrees in restaurant and institutional food service management. Employment growth is expected to vary by industry. Eating and drinking places will provide the most new jobs as the number of eating and drinking establishments increases and other industries continue to contract out their food services.

Gardeners & Groundskeepers

Description

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires (OES 790140).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Laborer or Maintenance Worker positions. Promotions for Gardeners and Groundskeepers may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are seasonal.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$11.25/hr	Median: \$9.09/hr
New Hires/Exp'd:	\$6.00 to \$11.75/hr	Median: \$9.35/hr
Exp'd/After 3 Years:	\$8.00 to \$12.25/hr	Median: \$11.22/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Gardeners and Groundskeepers in Sacramento and Yolo Counties are employed by landscaping and garden/maintenance firms, schools, and government agencies. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 2,620 to 3,205 Gardeners and Groundskeepers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 60-75 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Lawn and garden care skills; knowledge of gardening tools; possession of a valid driver's license; pruning skills; knowledge of pesticides and herbicides.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently; possession of a good DMV driving record.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005 in response to increasing demand for gardening and landscaping services. Furthermore, a large number of job openings are expected to result from the need to replace workers who transfer to other occupations or leave the labor force. Because wages for beginners are low and the work is physically demanding, many employers have difficulty attracting enough workers to fill all openings. Expected growth in the construction of commercial and industrial buildings, shopping malls, homes, highways, and parks and recreational facilities should stimulate demand for these workers. Developers are increasingly using landscaping services, both interior and exterior, to attract prospective buyers and tenants. Also, a growing number of homeowners are using lawn maintenance and landscaping services.

Grader, Dozer & Scraper (Heavy Equip.) Operators

Also known as Heavy Equipment Operators

Description

Grader, Dozer, and Scraper Operators operate power vehicles equipped with blades to remove, distribute, level, or grade earth. Does not include workers who operate paving, surfacing, and tamping equipment (OES 979380).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice positions. Promotions for Heavy Equipment Operators may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are seasonal. Willingness to work on-call, and the willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.00 to \$10.50/hr	Median: \$10.45/hr
New Hires/Exp'd:	\$12.00 to \$25.00/hr	Median: \$22.00/hr
Exp'd/After 3 Years:	\$15.00 to \$35.00/hr	Median: \$22.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Heavy Equipment Operators in Sacramento and Yolo Counties are employed by construction contractors. Most employers fill openings by hiring union referrals. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 190 to 230 Heavy Equipment Operators currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow safe equipment operating practices; ability to implement safe work practices.

Physical Abilities: Good eye, hand and foot coordination; ability to tolerate a dusty environment; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision; possession of good DMV driving record; possession of mechanical aptitude.

Nationwide Job Outlook

Opportunities for those who wish to become material moving equipment operators are related to the outlook of the industries in which they are employed. The construction and manufacturing industries, where the majority of these workers are employed, are very sensitive to changes in economic conditions. Overall employment of material moving equipment operators is expected to increase more slowly than the average for all occupations through the year 2005. Equipment improvements, including the growing automation of material handling in factories and warehouses, are expected to restrain growth of these occupations. Nevertheless, many opportunities will arise from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Graphic Arts Designers & Technicians

Summarized from a Roundtable Discussion

Description

There is a good deal of confusion over the difference between a Graphic Artist and a Graphic Designer. Indeed, Graphic Art and Graphic Design are commonly used (often interchangeably) as umbrella terms describing a work activity that includes several different occupations spread over several industries. Although not always used correctly, the job title of Graphic Artist describes a TECHNICIAN, one who assists the DESIGNER in the technical aspects of graphic design and production, and/or one who uses desktop publishing skills to create and produce graphics that don't necessarily require the skills of a Designer. A Designer, on the other hand, is an individual with extensive training in the theory and practice of graphic design. Some Designers may specialize in advertising related work. Occupations found within the Technician grouping include Graphic Artists, Production Artists, and Desktop Publishing Specialists. An ILLUSTRATOR is a person who paints or draws pictures for books, magazines, films, and paper products. Many Illustrators do a variety of illustrations, but some specialize in a particular field such as Medical Illustration or Fashion Art. Others will apply their illustration skills in their jobs as Graphic Designers.

Training, Experience and Other Requirements

While Graphic Designers often have four to five years of education and training, a portfolio which showcases a Designer's most impressive accomplishments appears to be the most important criteria in finding employment. Nevertheless, few people can obtain the necessary skills without attending a school with a quality graphic design program. Such a program should include internships to gain practical experience, and should not overlook the importance of acquiring sales and business skills. For Graphic Arts Technicians, 2 years of related education and training seems to be adequate, although some of the competition for jobs may come from persons with bachelor degrees looking for a chance to get their foot in the door of the organization. The career path for Graphic Designers may include self-employment or freelancing, owning one's own design studio, becoming an Art Director, or achieving recognition as an Artist. From Art Director, a few may become Creative Directors for advertising firms or large design studios, although this "high status" position is usually filled by someone with a copywriting background. The career path for Graphic Arts Technicians varies depending on the employer and the skill level of the individual. Promotion or transition to Graphic Designer is a possibility for a few who have acquired the necessary skills. For some, self-employment or freelancing is a goal; for others, it is synonymous with unemployment.

Potential Earnings

Wages for Graphic Designers varies widely. Nationally, according to the U.S. Department of Labor, the middle 50 percent of visual artists earn between \$15,700 and \$29,600 per year. Census data indicate that the average annual income for "Designers" in Sacramento is about \$21,000. --17.5 percent below the average for all occupations. Wages for Graphic Arts Technicians are generally considered to be "low" (more specific data is not available).

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Graphic Designers are employed by advertising agencies, graphics design studios, newspapers and publishing companies, large retailers, other large employers and associations, schools and government agencies, television stations, and large or specialized film production companies. Some work on a freelance basis or are self-employed. Graphic Arts Technicians are employed by print shops and service bureaus, government agencies, and organizations that do in-house graphics for advertising, marketing, and other purposes. Production Artists are employed by advertising agencies and graphic design studios as well. Some Graphic Arts Technicians work on a freelance basis or are self-employed. About 52 percent of the Graphic Designers in California are female.

Computer Hardware and Software

Advances and greater affordability in both computer hardware and software now make the use of a computer in graphic art and design work virtually mandatory. The standard hardware is a Macintosh computer, although improvements in DOS and Windows software now make the IBM compatible computer a viable option for most desktop publishing tasks. For the serious Designer, a large high quality color monitor is very important. A laser printer and a fax modem are now standard requirements, and a CD ROM drive may soon become a standard as well. Pagemaker and, more recently, Quark Express are today's standards for desktop publishing software programs, although WordPerfect and Microsoft Word can move beyond word processing and into light desktop publishing. The software library for Designers with Macs will also include Freehand, Adobe Illustrator, and Adobe PhotoShop; for PC users, Corel Draw is the latest "hot ticket." Graphics for broadcast purposes are often created using an Amiga computer.

Grocery Checkers

Description

Cashier-Checkers operate cash registers to itemize and total customer purchases in grocery, department, or other retail stores, review price sheets to note price changes and sale items. Collect cash, check or charge payment from customers and make change for cash transactions. Stocks shelves and marks prices on item. May use electronic scanner to record price (no OES code; DOT 211462014).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Some jobs are filled by promoting from Courtesy Clerk positions. Promotions for Grocery Checkers may lead to supervisory or management positions. Most jobs are 20-30 hours per week. Many jobs are 40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$8.25/hr	Median: \$6.38/hr
New Hires/Exp'd:	\$8.50 to \$15.00/hr	Median: \$8.60/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$11.96/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, a retirement plan, paid sick leave, dental insurance, and vision insurance. Most also provide life insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Almost all employers fill openings through in-house promotion. Some also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 3,025 to 3,695 Grocery Checkers currently employed in Sacramento and Yolo Counties. About 69 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 85-105 projected job openings per year due to a net increase in occupation size.

Projected Separations: 180-220 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; bondable; knowledge of check cashing procedures; ability to operate a computerized cash register.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Patience with customers; ability to tolerate varied work schedules; ability to work under pressure; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of cashiers (including grocery checkers) is expected to increase about as fast as the average for all occupations through the year 2005 due to expanding demand for goods and services by a growing population. Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Guards & Watch Guards (Security Officers)

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees, answer questions relative to services of establishments, and control traffic to and from buildings or grounds (OES 630470).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience although, once hired, registration with the State Department of Consumer Affairs is required. Promotions for Security Officers may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, and overtime may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report a short supply of applicants with adequate English grammar, spelling, and writing skills.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.25 to \$8.25/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.25 to \$9.50/hr	Median: \$6.75/hr

Almost all employers provide a paid vacation. Most also provide medical insurance and dental insurance. Some provide vision insurance, life insurance, paid sick leave, and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from two to forty-eight hours and do not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Security Officers in Sacramento and Yolo Counties are employed by private security firms. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Additional recruitment methods include: hiring unsolicited applicants, in-house promotion or transfer, Employment Development Department referrals, and school and training program referrals.

Employment Information

Occupation Size: There are approximately 3,605 to 4,410 Security Officers currently employed in Sacramento and Yolo Counties. About 16 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 135-165 projected job openings per year due to a net increase in occupation size.

Projected Separations: 70-85 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; verbal communication skills; ability to work as part of a team; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam; ability to lift at least 10 lbs.

Other Qualifications: Ability to handle crisis situations; attention to detail; ability to work under pressure; record keeping skills; problem solving skills.

Nationwide Job Outlook

Employment of guards is expected to grow much faster than the average for all occupations through the year 2005. Increased concern about crime, vandalism, and terrorism will heighten the need for security in and around plants, stores, offices, and recreation areas. The level of business investment in increasingly expensive plants and equipment is expected to rise, resulting in growth in the number of guard jobs. Demand for guards will also grow as private security firms increasingly perform duties-such as monitoring crowds at airports and providing security in courts- formerly handled by government police officers and marshals. Because engaging the services of a security guard firm is easier and less costly than assuming direct responsibility for hiring, training, and managing a security guard force, job growth is expected to be concentrated among contract security guard agencies. High turnover and this occupation's large size ranks it among those providing the greatest number of job openings in the entire economy.

Hairdressers, Hairstylists & Cosmetologists

Description

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors (OES 680050).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Cosmetology for information. Most recent hires have completed high school and vocational training. Most employers do not require prior experience, although many jobs require that Cosmetologists have their own (established) clientele. Many other jobs are filled by promoting part-time workers into full-time positions. Promotions for Cosmetologists may lead to Shop Manager or Cosmetology School Instructor, or may take the form of self-employment. Most jobs are 30-40 hours per week. Some jobs are 20-25 hours per week. Willingness to work part-time, nights, and weekends may be important for job entry.

Potential Earnings and Benefits

Not including tips, wages range from \$4.25 to \$5.25/hour at job entry, and \$5.50 to \$10.75/hour after three years on the job.

Insufficient data to report on fringe benefits.

Getting the Training

Certificate and degree programs range in length from ten months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Cosmetologists in Sacramento and Yolo Counties are employed by beauty and hairstyling shops, and by department stores with hair salons. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,495 to 1,825 Cosmetologists currently employed in Sacramento and Yolo Counties. About 86 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; telephone answering skills.

Physical Abilities: Good vision; good eye-hand coordination; ability to stand for prolonged periods; manual dexterity; good color perception.

Basic Skills: Ability to follow oral instructions; oral communication skills; willingness to work with close supervision; ability to read and follow instructions; ability to work under pressure; artistic ability; ability to work independently.

Other Qualifications: Exceed minimum employer grooming standards.

Nationwide Job Outlook

Overall employment of cosmetologists is expected to grow faster than the average for all occupations through the year 2005. Population growth, rising incomes, and a growing demand for the services that they provide will stimulate the demand for these workers. The annual number of job openings in cosmetology should be quite large due to the large size of the occupation and expected rapid employment growth. However, there appears to be a large reserve pool of licensed cosmetologists who move into and out of the occupation. Consequently, newly licensed jobseekers in this field are likely to compete for openings with an experienced pool of workers who choose to reenter the labor force.

Hand Packers & Packagers

Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training (OES 989020).

Training, Experience and Other Requirements

Many recent hires have completed high school. Most employers do not require prior experience. Promotions for Hand Packers and Packagers may lead to machine operator or supervisory positions. Most jobs are 40 hours per week. Some jobs are 25-30 hours per week. Willingness to work weekends, overtime, and seasonal may be important for job entry. Some employers report a shortage of adequate English communication skills.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$4.50/hr
New Hires/Exp'd:	\$4.50 to \$6.00/hr	Median: \$5.00/hr
Exp'd/After 3 Years:	\$5.00 to \$9.00/hr	Median: \$6.88/hr

Many employers provide medical insurance. Some provide dental insurance, a paid vacation, life insurance, paid sick leave, vision insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Hand Packers and Packagers in Sacramento and Yolo Counties are employed in a wide variety of industries, including wholesalers, employment agencies, direct mail advertising services, and newspaper publishers. Most fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants. Some recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from public and private employment agencies.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 2,365 to 2,890 Hand Packers and Packagers currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; ability to work independently.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure.

Nationwide Job Outlook

Job openings should be numerous because the occupation is large and turnover is relatively high-characteristic of occupations that require little formal training. Employment is expected to grow about as fast as the average for all occupations through the year 2005. Employment growth will be affected by automation. Some of these jobs are repetitive and, therefore, easily replaced by new machines and equipment that can improve productivity and quality control. Automated material handling equipment, such as conveyor belts and computer-controlled lift mechanisms and machines that automatically load, unload, and package materials, will be increasingly used, eliminating some helper, handler, and hand packer and packager jobs. In addition to automation, many employers have adopted cost cutting measures such as job combinations, in which one employee performs the work previously done by two different types of workers. This may cause displacement of some workers, because their jobs may be assumed by more highly skilled workers who perform the skilled labor as well as the helper's work.

Hard Tile Setters (Tile Layers)

Description

Hard Tile Setters apply tile to walls, floors, ceilings, and promenade roof decks following design specifications (OES 873080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from helper and laborer positions. Promotions for Tile Layers may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to work on-call or part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$10.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$9.00 to \$24.00/hr	Median: \$16.00/hr
Exp'd/After 3 Years:	\$13.00 to \$30.00/hr	Median: \$21.00/hr

Many employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about three years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Tile Layers in Sacramento and Yolo Counties are employed by tile contractors. Employers fill openings by hiring union referrals or by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 140 to 170 Tile Layers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; possession of a valid driver's license; shop math skills; basic construction skills; artistic skills.

Physical Abilities: Ability to kneel for extended periods of time; manual dexterity; ability to lift 50 lbs repeatedly; ability to stand continuously for 2 or more hours; possess good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of tilers is expected to increase about as fast as the average for all occupations through the year 2005. Population and business growth, which should result in more construction of shopping malls, hospitals, schools, restaurants, and other structures where tile is used extensively, will stimulate demand for tilers. Tile is also being used more extensively in more expensive homes, and construction of these homes is expected to increase. Increasing popularity of tile as a building material is also expected to increase the demand for tilers. Despite the increased demand for tiling, most job openings will result from the need to replace tilers who retire or leave the occupation for other reasons. Job opportunities will not be as plentiful as in other construction occupations because the occupation is small and turnover is relatively low.

Hazardous Materials Technicians

Also known as Haz-Mat Specialists and Field/Environmental Techs

Description

Hazardous Materials Technicians apply their knowledge of chemistry, physical science and hazardous materials in taking water and soil samples or in performing some combination of: collecting, handling, storing, transporting, recycling, disposing, safety, or sales related work dealing with hazardous materials. They may also be called Haz-Mat Specialist, Haz-Mat Technician, Field Technician, Environmental Technician, or Technician (no OES code).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college. Most employers do not require prior experience. Promotions for Hazardous Materials Technicians may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work overtime, nights, and weekends may be important for job entry. Employers report that a willingness to participate in drug testing and computer spreadsheet, database, and word processing skills are also important. Some employers report a short supply of adequate writing skills.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$14.00/hr	Median: \$10.17/hr
New Hires/Exp'd:	\$10.00 to \$20.25/hr	Median: \$13.00/hr
Exp'd/After 3 Years:	\$12.00 to \$23.25/hr	Median: \$14.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan, life insurance, and vision insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Hazardous Materials Technicians are employed in many industries throughout California: government (city, county, state and fire), waste management firms, consulting services/firms (engineering, geology and biological science), pest control firms, wholesalers of chemical and petroleum products, manufacturers (various), and utility companies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants and/or referrals from employees. Some openings are filled through in-house promotion.

Employment Information

Occupation Size: There are approximately 1,000 to 1,500 Hazardous Materials Technicians currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Insufficient data; however, most employers surveyed expect this occupation to grow.

Projected Separations: insufficient data

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; English grammar and spelling skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 10 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; problem solving skills; record keeping skills; possess good DMV driving record; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques; organizational and time management skills.

Nationwide Job Outlook

Employment of science-related technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science-related technicians. Advances in biotechnology will increase the need for biological technicians in particular. Job growth will be moderated somewhat by an expected slowdown in overall employment growth in the chemical industry, where many chemical technicians are employed. Most job openings will arise from the need to replace technicians who retire or leave the labor force for other reasons. Nevertheless, job opportunities are expected to be very good for graduates of science technician training programs who are well-trained on the equipment currently in use. Employers are seeking well trained individuals with highly developed technical and communication skills.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Heating, Air Conditioning & Refrigeration Mechanics

Also known as HVAC (Heating, Ventilation, and Air Conditioning) Technicians

Description

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems (OES 859020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice positions. Promotions for HVAC Technicians may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$9.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$9.50 to \$13.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.00 to \$25.00/hr	Median: \$15.50/hr

Most employers provide medical insurance and other benefits, including a paid vacation, a retirement plan, dental insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most HVAC Technicians in Sacramento and Yolo Counties are employed by plumbing, heating, and air conditioning firms. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring union referrals.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 825 to 1,005 HVAC Technicians currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Possession of a valid driver's license; ability to read blueprints.

Physical Abilities: Ability to lift at least 50 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently; ability to handle crisis situations; possession of a reliable vehicle.

Nationwide Job Outlook

Job prospects are expected to be very good. In addition to jobs created by economic growth, thousands of openings will result from the need to replace workers who transfer to other occupations or leave the labor force. Although relatively few heating, air-conditioning, and refrigeration technicians transfer to other occupations—reflecting their lengthy investment in training and the relatively high wages and benefits in this trade—the number of retirements is expected to rise as more of these workers reach retirement age. As the population and economy grow and new residential, commercial, and industrial structures are built, more technicians will be needed to install and maintain climate control systems. Those who specialize in equipment installation may experience periods of unemployment when construction activity declines. However, employment of those doing maintenance work is relatively stable as people and businesses depend on their climate control systems regardless of economic conditions.

Heavy & Tractor-Trailer Truck Drivers

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks (OES 971020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require about one year of prior experience. Promotions for Heavy Truck Drivers may lead to Dispatcher or supervisory positions. Almost all jobs are 40-45 hours per week. Willingness to work overtime, weekends, and nights may be important for job entry. Employers report that a willingness to participate in drug testing is important. Some employers report that familiarity with on-board computers is becoming increasingly important. Some employers also report a short supply of applicants with good DMV records.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$11.75/hr	Median: \$8.40/hr
New Hires/Exp'd:	\$9.25 to \$16.75/hr	Median: \$11.75/hr
Exp'd/After 3 Years:	\$12.50 to \$17.00/hr	Median: \$13.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, life insurance, and paid sick leave. Most also provide vision insurance and a retirement plan.

Getting the Training

Certificate programs range in length from two to four months, although some employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Heavy Truck Drivers in Sacramento and Yolo Counties are employed by trucking firms, wholesalers, and food/beverage distributors. Some are self-employed. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 4,485 to 5,480 Heavy Truck Drivers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size.

Projected Separations: 70-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Possess good DMV driving record; attention to detail; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Job opportunities should be favorable as this occupation has among the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. In addition, truckdriver jobs vary greatly in terms of earnings, weekly work hours, number of nights that must be spent "on the road," and in the quality of equipment operated. Because truckdriving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions. Employment is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows and the amount of freight carried by trucks increases. However, increased integration of truck and railroad long-distance freight transportation should continue to slow somewhat the growth of truckdriver jobs.

Home Health Care Workers (Aides)

Description

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers (OES 660110).

Training, Experience and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require about 12 months of prior experience and certification as a Home Health Aide or Nursing Assistant (CNA). With additional education or training, promotions for Home Health Care Workers may lead to other healthcare positions such as Licensed Vocational Nurse (LVN). Most jobs are on-call, 10-25 hours per week. Some jobs are 35-40 hours per week. Willingness to work nights, weekends, on-call, part-time, and temporary may be important for job entry. Some employers report that computer skills are becoming increasingly important. Some employers also report a short supply of applicants who are certified as Home Health Aides.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$9.50/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$7.25 to \$10.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$11.75/hr	Median: \$10.39/hr

Most employers provide medical insurance and a paid vacation. Many also provide dental insurance, paid sick leave, and life insurance. Some provide vision insurance and a retirement plan. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from three to six months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Home Health Care Workers in Sacramento and Yolo Counties are employed by residential care services, home health care services, and temporary employment agencies. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 560 to 690 Home Health Care Workers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; ability to work as part of a team; verbal communication skills; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to lift at least 50 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; trained in CPR and first aid techniques; problem solving skills; organizational and time management skills; possess good DMV driving record; record keeping skills; ability to handle crisis situations; ability to work under pressure.

Nationwide Job Outlook

A large number of job openings is expected for homemaker-home health aides, due to very rapid growth and very high turnover. Homemaker-home health aides is expected to be one of the fastest growing occupations through the year 2005-more than doubling in employment size. The number of people in their seventies and beyond is projected to rise substantially. This age group is characterized by mounting health problems that require some assistance. Also, there will be an increasing reliance on home care for patients of all ages. Replacement needs are also expected to produce numerous openings. Turnover is high, a reflection of the relatively low skill requirements, low pay, and high emotional demands of the work. For these same reasons, many people are unwilling to do this kind of work. Therefore, persons who are interested in this work and suited for it should have excellent job opportunities, particularly those with experience or training as homemaker-home health aides or nursing aides.

Hotel Catering Managers

Description

Hotel Catering Managers coordinate food service activities for conferences, meetings, seminars, conventions, and expositions. Estimates food and beverage costs and requisitions or purchases supplies. Confers with food preparation and other personnel to plan menus and related activities. Directs hiring and assignment of personnel. May also be responsible for planning meetings and conferences, including budgeting and coordination of travel, entertainment and equipment (no OES code).

Training, Experience and Other Requirements

Most recent hires have completed four years of college with a bachelor degree. Most employers require prior experience. Promotions for Hotel Catering Managers may lead to higher levels of management. Almost all jobs are 40-50 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$18,000 to \$23,000 annually
New Hires/Exp'd:	\$23,000 to \$30,000 annually
Exp'd/After 3 Years:	\$26,000 to \$39,000 annually

Hotel Catering Managers may also receive bonuses.

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance. Many provide vision insurance.

Getting the Training

Degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Employment Information

Occupation Size: There are approximately 30 to 50 Hotel Catering Managers currently employed in Sacramento and Yolo Counties. About 40 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

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Nationwide Job Outlook

Employment of salaried hotel managers is expected to grow about as fast as the average for all occupations through the year 2005 as more hotels and motels are built. Business travel will continue to grow, and increased domestic and foreign tourism will also create demand for additional hotels. (No specific information on Hotel Catering Managers is available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Hotel Desk Clerks

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests (OES 538080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Hotel Desk Clerks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$6.00/hr	Median: \$5.78/hr
New Hires/Exp'd:	\$4.25 to \$6.50/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$5.00 to \$7.25/hr	Median: \$7.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance. Many provide a retirement plan.

Getting the Training

Certificate programs range in length from four to six months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Hotel Desk Clerks in Sacramento and Yolo Counties are employed by hotels and motels. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 310 to 380 Hotel Desk Clerks currently employed in Sacramento and Yolo Counties. About 62 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; ability to follow billing procedures; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Public contact skills; ability to work under pressure; customer service skills; ability to handle crisis situations; good grooming skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005 as more hotels, motels, and other lodging establishments are built and as occupancy rates rise. In addition, job opportunities should be relatively good because turnover is very high. Each year thousands of workers transfer to other occupations that offer better pay and advancement opportunities, and many more leave work altogether to assume family responsibilities, return to school, or for other reasons. Opportunities for part-time work should continue to be plentiful since the front desk is usually staffed 24 hours a day. Employment of hotel and motel desk clerks is sensitive to cyclical swings in the economy. During recessions, vacation and business travel declines, so persons seeking these positions have a harder time finding jobs.

Human Resources Occupations

Summarized from a Roundtable Discussion

Description

Occupations within the human resource field generally fall within one of seven major areas:

1. PERSONNEL ADMINISTRATOR/MANAGER with titles of Senior Vice President, Vice President, Director, and Manager; responsibilities include attending meetings, negotiations, conflict resolution, management/oversight of one or more departments or sections, and budget preparation;
2. EMPLOYMENT SELECTION/RECRUITING with titles of Recruiter, Human Resource Specialist/Analyst, Personnel Analyst I, Personnel Analyst II, Senior Analyst, Employment Interviewer, and Employment Representative; responsibilities include applicant interviewing/recruiting, placing advertising, developing and administering exams, checking references, coordinating temps, conducting exit/relocation interviews, and outreach and relocation coordination;
3. BENEFITS/COMPENSATION RECORDS ADMINISTRATION with titles of Technician, Analyst, Coordinator, and Clerk; responsibilities include administering benefits plan, new employee orientation/enrollment, job analysis, merit increases, unemployment administration, overseeing State Disability, and performance/wellness program administration;
4. EMPLOYEE/LABOR RELATIONS with titles of Labor Relations Representative and Employee Assistance Program (EAP) Counselor; responsibilities include union negotiations, contract administration, progressive discipline, grievance handling, resolution of employee problems, resolution of sexual harassment charges, and conflict resolution;
5. WORKER'S COMPENSATION/RISK MANAGEMENT with titles of Risk Manager, Workers Compensation Manager, Liability Manager, Workers Compensation Analyst, Workers Compensation Technician/Assistant, Safety Officer, and Vocational Rehabilitation Counselor;
6. TRAINING AND DEVELOPMENT with titles of Training Director/Coordinator, Training and Development Specialist, Claims Training Coordinator; and
7. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION with the title of Affirmative Action Officer.

Training, Experience and Other Requirements

Personnel Administrator/Manager: minimum qualifications include prior experience in supervision or management, a bachelor or graduate degree, and excellent sales, presentation, and negotiating skills.

Employment Selection/Recruiting: minimum qualifications include a bachelor degree or six+ years experience in a related field; applicants may be required to attend human resource training programs or have a certificate in this area.

Benefits/Compensation Records Administration: minimum qualifications for Technicians include computer literacy, analytical ability, writing skills, interpersonal skills, and previous experience; minimum qualifications for Analysts include a bachelor degree (preferred), statistics, and previous experience.

Worker's Compensation/Risk Management: minimum qualifications for Technicians include computer literacy, analytical ability, and communications skills; minimum qualifications for Professionals include a bachelor degree (preferred) and at least three years experience in risk management, workers compensation, or liability.

Employee/Labor Relations: minimum qualifications include a bachelor degree (preferred), previous human resources experience, and knowledge of California labor laws; also important are counseling and negotiation skills, communication skills, and analytical ability.

Potential Earnings

Personnel Administrator/Manager: \$40,000 to \$65,000 for Managers; \$50,000 to \$85,000 for Directors; and \$75,000 or more for a Vice President.

Employment Selection/Recruiting: \$24,000 to \$28,000 at job entry; \$40,000 to \$45,000 for public sector employers; and \$28,000 to \$35,000 after 3 years on the job.

Benefits/Compensation Records Administration: \$18,000 to \$29,000 for Technicians at job entry; \$24,000 to \$28,000 for Analysts at job entry, and up to \$35,000 (or up to \$45,000 in the public sector) after 3 years on the job.

Worker's Compensation/Risk Management: about \$18,000 at job entry for Technicians, and about \$21,000 after three years on the job. \$45,000 to \$50,000 at job entry for Professionals, and \$60,000 to \$65,000 after 3 years on the job.

Employee/Labor Relations: \$35,000 to \$42,000 at job entry, and \$50,000 to \$60,000 after 3 years on the job.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Industrial Truck & Tractor (Forklift) Operators

Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators (OES 979470).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Many jobs are filled by promoting from Material Handler and Warehouse Worker positions. Promotions for Forklift Operators may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are temporary or seasonal.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$11.75/hr	Median: \$7.58/hr
New Hires/Exp'd:	\$7.00 to \$14.00/hr	Median: \$9.75/hr
Exp'd/After 3 Years:	\$9.00 to \$14.75/hr	Median: \$11.70/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, a retirement plan, paid sick leave, and life insurance. Most also provide vision insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Most Forklift Operators in Sacramento and Yolo Counties are employed by trucking and warehousing firms, manufacturers, and wholesalers. Most employers fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,180 to 1,440 Forklift Operators currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Physical Abilities: Ability to pass a pre-employment medical exam; good eye-hand coordination; ability to perform strenuous and physically demanding work; ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; basic math skills; ability to write legibly.

Other Qualifications: Ability to interact well with others; ability to work independently.

Nationwide Job Outlook

Opportunities for those who wish to become material moving equipment operators are related to the outlook of the industries in which they are employed. The construction and manufacturing industries, where the majority of these workers are employed, are very sensitive to changes in economic conditions, so the number of job openings for material moving equipment operators in these industries may fluctuate widely from year to year. Overall employment of material moving equipment operators is expected to increase more slowly than the average for all occupations through the year 2005. Equipment improvements, including the growing automation of material handling in factories and warehouses, are expected to restrain growth of these occupations. Despite the projected slower than average growth, material moving equipment operators is a large occupation with many opportunities arising from the need to replace experienced workers who transfer to other occupations or leave the labor force.

Instructional Aides

Also known as Teacher's Aides or Assistants

Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils (OES 315211).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Instructional Aides may lead to clerical positions. Most jobs are 15-25 hours per week. Many jobs are 40 hours per week. Willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.75 to \$10.00/hr	Median: \$7.30/hr
New Hires/Exp'd:	\$7.50 to \$11.25/hr	Median: \$7.99/hr
Exp'd/After 3 Years:	\$7.75 to \$12.75/hr	Median: \$8.65/hr

Most employers provide medical insurance and other benefits, including paid sick leave, dental insurance, life insurance, a retirement plan, and a paid vacation. Many also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Instructional Aides in Sacramento and Yolo Counties are employed by public school districts. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 3,500 to 4,275 Instructional Aides currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 85-100 projected job openings per year due to a net increase in occupation size.

Projected Separations: 30-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; ability to write effectively; record keeping skills; classroom management skills.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to exercise patience; willingness to work with close supervision; understanding of a variety of cultures; ability to handle crisis situations.

Nationwide Job Outlook

Employment of teacher aides is expected to grow much faster than the average for all occupations through the year 2005. The increasing number of special education classes, restructuring of schools, and the rising number of students who speak English as a second language will spur rapid growth of teacher aides. Numerous job openings also will arise as workers transfer to other occupations or leave the labor force for family responsibilities, to return to school, or for other reasons-characteristic of occupations that require limited formal education and offer relatively low pay. The number of special education programs is rising in response to Federal legislation which mandates appropriate education for all children with disabilities. Children with special needs require much personal attention, and special education teachers rely heavily on teacher aides. In addition, school reforms which call for more individual instruction should further enhance employment opportunities for teacher aides.

Interviewing (& Admitting) Clerks

Description

Interviewing Clerks, except Personnel and Social Welfare, interview the public to obtain information. Their duties include contacting persons by telephone, mail, or in person for the purpose of completing forms, applications, or questionnaires, asking specific questions, recording answers, and assisting persons with completing forms. This occupation may include sorting, classifying, and filing forms. Does not include workers whose primary duty is processing applications (OES 553320).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior clerical experience. Promotions for Interviewing and Admitting Clerks may lead to supervisory positions. Many jobs are 40 hours per week. Many other jobs are 20-24 hours per week. Willingness to work part-time and on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.25 to \$10.50/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$9.25 to \$11.00/hr	Median: \$10.58/hr
Exp'd/After 3 Years:	\$10.75 to \$13.00/hr	Median: \$11.33/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Certificate programs for receptionists and other clerical workers range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Interviewing and Admitting Clerks in Sacramento and Yolo Counties are employed by hospitals, medical clinics, credit reporting services, and government agencies. Insufficient data to report on employer recruitment methods.

Employment Information

Occupation Size: There are approximately 325 to 395 Interviewing and Admitting Clerks currently employed in Sacramento and Yolo Counties. About 76 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to interview others for information; ability to complete forms; telephone answering skills; general clerical skills; recordkeeping skills.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Public contact skills; ability to work independently; customer service skills; willingness to work with close supervision.

Nationwide Job Outlook

Overall employment of interviewing and new accounts clerks is expected to increase about as fast as the average for all occupations through the year 2005. Employment growth of interviewing clerks in the health services industry is expected to be faster than average. Additionally, much faster than average employment growth of interviewing clerks will occur in personnel supply services, as more organizations contract out for the services of these clerks rather than support a staff of full-time clerks. On the other hand, slower than average employment growth is expected for new accounts clerks, reflecting slow growth among commercial banks and savings and loan institutions.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Janitors & Cleaners

Also known as Maintenance Workers and Custodians

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They may perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks (OES 670050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Custodians may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$10.25/hr	Median: \$8.11/hr
New Hires/Exp'd:	\$5.00 to \$10.50/hr	Median: \$8.27/hr
Exp'd/After 3 Years:	\$6.50 to \$11.25/hr	Median: \$9.80/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and vision insurance. Many also provide life insurance.

Getting the Training

Certificate programs range in length from two to five months, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Custodians in Sacramento and Yolo Counties are employed by government agencies, schools, and janitorial/maintenance companies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: There are approximately 7,395 to 9,040 Custodians currently employed in Sacramento and Yolo Counties. About 26 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 135-165 projected job openings per year due to a net increase in occupation size.

Projected Separations: 150-185 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of cleaning compounds and solutions.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of janitors and cleaners and cleaning supervisors is expected to grow about as fast as the average for all occupations through the year 2005 as the number of office buildings, apartment houses, schools, factories, hospitals, and other buildings increases. The need to replace workers who transfer to other occupations or leave the labor force will create most job openings. The occupation of janitors and cleaners is easy to enter since there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful. New technology is expected to have little effect on employment of janitors and cleaners. Robots now under development are limited to performing a single cleaning task and may not be usable in many places, particularly cluttered areas such as hotel and hospital rooms.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Kindergarten Teachers

Description

Kindergarten Teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or Preschool Teachers (OES 313022).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State of California Commission on Teacher Credentialing for information. Most recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Kindergarten Teachers generally takes the form of increased pay. Most jobs are 32-40 hours per week over a period of nine to ten months per year.

Potential Earnings and Benefits

Salaries for Kindergarten Teachers range from \$23,400 to \$31,400 per year for new hires. After 3 years, the salary range is \$25,100 to \$35,400.

Almost all employers provide medical insurance and other benefits, including paid sick leave, a retirement plan, and dental insurance. Most also provide vision insurance and life insurance.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Kindergarten Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 705 to 860 Kindergarten Teachers currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; classroom management skills; ability to write effectively; problem solving skills; ability to administer emergency first aid; ability to operate audio-visual equipment; record keeping skills; supervisory skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Basic math skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Possession of a clean police record; ability to exercise patience; understanding of a variety of cultures; ability to work independently; ability to work under pressure.

Nationwide Job Outlook

Average employment growth is projected for kindergarten and elementary school teachers through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Law Enforcement Officers

Description

POLICE OFFICERS maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents, apprehending, arresting and processing prisoners, and giving evidence in court (OES 630140).

DEPUTY SHERIFFS enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who mostly guard prisoners in county correctional institutions (OES 630320).

Training, Experience and Other Requirements

Most recent hires have completed two to four years of college. Most employers do not require prior experience. Promotions for Police Officers and Deputy Sheriffs may lead to Sergeant or Detective. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, overtime, and on-call may be important for job entry. Employers report that a willingness to participate in drug testing is important. Most employers report that computer spreadsheet skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.00 to \$14.50/hr	Median: \$13.81/hr
New Hires/Exp'd:	\$12.75 to \$19.25/hr	Median: \$16.35/hr
Exp'd/After 3 Years:	\$14.75 to \$19.25/hr	Median: \$18.05/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Degree programs range in length from two to four years and are followed by a period of academy and/or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all employers recruit applicants through newspaper advertisements. Additional recruitment methods include: hiring referrals from employees, the Employment Development Department, and schools and training programs; hiring unsolicited applicants; and promoting from within.

Employment Information

Occupation Size: There are approximately 1,005 to 1,230 Police Officers and 1,365 to 1,665 Deputy Sheriffs currently employed in Sacramento and Yolo Counties. About 15 percent of the Police Officers in California are female; about 20 percent of the Deputy Sheriffs in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 55-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift 50-100 lbs; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to do strenuous, physically demanding work.

Other Qualifications: Attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; possess good DMV driving record; trained in CPR and first aid techniques; record keeping skills; supervisory skills; multi-cultural familiarity.

Nationwide Job Outlook

Employment of police officers, detectives, and special agents is expected to increase more slowly than the average for all occupations through the year 2005. A more security-conscious society and growing concern about drug-related crimes should contribute to the increasing demand for police services. However, employment growth will be tempered somewhat by continuing budgetary constraints faced by law enforcement agencies. In addition, private security firms may increasingly assume some routine police duties such as crowd surveillance. Although turnover is among the lowest of all occupations, the need to replace workers who retire, transfer to other occupations, or stop working for other reasons will be the source of most job openings.

Legal Secretaries

Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require prior experience. Promotions for Legal Secretaries may lead to supervisory or Paralegal positions. Almost all jobs are 37-40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$11.00/hr	Median: \$10.67/hr
New Hires/Exp'd:	\$10.50 to \$14.50/hr	Median: \$12.85/hr
Exp'd/After 3 Years:	\$11.75 to \$16.50/hr	Median: \$14.58/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, a retirement plan, dental insurance, and life insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Legal Secretaries in Sacramento and Yolo Counties are employed by attorneys and law firms. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employment agencies.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,630 to 1,990 Legal Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Proofreading skills; ability to use word processing software; understanding of legal terms; ability to maintain an appointment calendar; ability to follow law office methods and procedures; ability to operate a transcribing machine; ability to type at least 60 wpm; telephone answering skills; ability to write effectively; alpha and numeric filing skills; recordkeeping skills; ability to follow billing procedures.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently.

Nationwide Job Outlook

Employment of secretaries (including legal secretaries) is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from personal computers and other new office technologies, however, will offset this demand somewhat.

Licensed Vocational Nurses

Also known as LVNs and Charge Nurses

Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nursing for information. Almost all recent hires have completed one to two years of college or vocational training. Most employers do not require prior experience. With additional education, promotions for Licensed Vocational Nurses may lead to Registered Nurse. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 25-30 hours per week. Willingness to work nights, weekends and holidays, and the willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.25 to \$13.25/hr	Median: \$11.14/hr
New Hires/Exp'd:	\$10.00 to \$15.25/hr	Median: \$12.07/hr
Exp'd/After 3 Years:	\$10.50 to \$16.00/hr	Median: \$13.30/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Licensed Vocational Nurses in Sacramento and Yolo Counties are employed by hospitals, clinics, and skilled nursing facilities. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,860 to 2,275 Licensed Vocational Nurses currently employed in Sacramento and Yolo Counties. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 25-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to provide personal services to patients; understanding of asepsis; ability to take vital signs; ability to detect complications in patients; knowledge of medical terminology; ability to administer injections; ability to apply transferring techniques; record keeping skills; ability to write effectively; ability to follow laboratory procedures.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Ability to handle crisis situations; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005, in response to the long-term care needs of a rapidly growing population of seniors and to the general growth of health care. Job prospects are expected to be excellent, as employment grows much faster than it has in the past. Because of this growth, the number of new graduates needed will be well above the number graduated in recent years. As in most other occupations, replacement needs will be the main source of job openings. Nursing homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Very rapid growth is also expected in residential care facilities.

Light Truck & Delivery Drivers

Also known as Route Drivers

Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Helper, Material Handler, or Warehouse Worker positions. Promotions for Light Truck and Delivery Drivers may lead to supervisory/management or sales positions. Almost all jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$10.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$5.50 to \$11.25/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$7.50 to \$14.00/hr	Median: \$12.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide vision insurance, paid sick leave, a retirement plan, and life insurance.

Getting the Training

Certificate programs range in length from four to ten weeks, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Light Truck and Delivery Drivers in Sacramento and Yolo Counties are employed by trucking and warehousing firms, and by retailers and wholesalers with delivery services. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 5,420 to 6,625 Light Truck and Delivery Drivers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 160-195 projected job openings per year due to a net increase in occupation size.

Projected Separations: 95-115 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Map reading skills; bondable; knowledge of local streets; ability to load and unload freight; possession of a valid Class A driver's license; ability to read invoices.

Physical Abilities: Ability to stand continuously for 2 or more hours (i.e.; loading and unloading); ability to sit continuously for 2 or more hours; ability to lift at least 75 lbs repeatedly; ability to pass a pre-employment medical exam; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently.

Nationwide Job Outlook

Employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows. This occupation is among those that have the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truckdriving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions.

Loan Officers & Counselors

Description

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers (OES 211080).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting from positions such as Trainee, Customer Service Representative, and Teller. Promotions for Loan Officers and Counselors may lead to management positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.75 to \$17.50/hr	Median: \$14.53/hr
New Hires/Exp'd:	\$13.00 to \$20.25/hr	Median: \$16.96/hr
Exp'd/After 3 Years:	\$14.25 to \$26.25/hr	Median: \$20.17/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration, economics, finance, etc. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Loan Officers and Counselors in Sacramento and Yolo Counties are employed by banks, mortgage companies, credit unions, and savings and loan institutions. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,035 to 1,265 Loan Officers and Counselors currently employed in Sacramento and Yolo Counties. About 54 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of conventional loans; ability to apply sales techniques; ability to interview others for information; understanding of regulations affecting financial institutions; business math skills; knowledge of government loan procedures.

Basic Skills: Oral communication skills; ability to think logically; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Public contact skills; ability to work independently; customer service skills.

Nationwide Job Outlook

Employment of loan officers and counselors is expected to grow faster than the average for all occupations through the year 2005. As the population and economy grow, applications for commercial, consumer, and mortgage loans will increase, spurring demand for loan officers and counselors. Growth in the variety and complexity of loans, and the importance of loan officers to the success of banks and other lending institutions, also should assure rapid employment growth. Although increased demand will generate many new jobs, most openings will result from the need to replace workers who leave the occupation or retire. Loan officers are less likely to lose their jobs than other workers in banks and other lending institutions during difficult economic times since loans are the major source of income for banks. Loan counselors typically have so many clients that a reduction in their numbers would lead to a decline in the services provided to the community.

Machinists

Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations (OES 891080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Promotions for Machinists may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$10.00 to \$17.50/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.50 to \$17.50/hr	Median: \$15.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance, vision insurance, and life insurance.

Getting the Training

No local training or apprenticeship programs were identified for this occupation.

Getting the Job

Most Machinists in Sacramento and Yolo Counties are employed by industrial machine shops. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 710 to 870 Machinists currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; shop math skills; ability to use precision tools; ability to read blueprints.

Physical Abilities: Ability to perform precision work; manual dexterity; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work independently; ability to provide own hand tools.

Nationwide Job Outlook

Employment of machinists is expected to decline slightly through the year 2005. Nevertheless, many job openings will arise each year from the need to replace experienced machinists who transfer to other occupations or retire. In recent years, employers have reported difficulties in attracting workers to this occupation. Therefore, good employment opportunities should exist for candidates with the necessary mechanical and mathematical aptitudes. Machinists are increasingly taking on the functions of tool programming as the programming of machine tools becomes easier due to simplified programming languages and procedures. As the economy expands, so will the demand for goods that use machined metal parts.

Maintenance Repairers

Also known as Building Maintenance Workers

Description

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work (OES 851320).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. Promotions for Building Maintenance Workers may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$6.25 to \$16.25/hr	Median: \$11.46/hr
Exp'd/After 3 Years:	\$8.75 to \$17.50/hr	Median: \$14.66/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide vision insurance and life insurance.

Getting the Training

Certificate programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Building Maintenance Workers in Sacramento and Yolo Counties are employed by schools and property/real estate management services. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 4,915 to 6,005 Building Maintenance Workers currently employed in Sacramento and Yolo Counties. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 130-160 projected job openings per year due to a net increase in occupation size.

Projected Separations: 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate power hand tools; plumbing repair skills; painting skills; carpentry skills; electrical repair skills; ability to repair and install heating and air conditioning systems; problem solving skills; record keeping skills; ability to do cement work; ability to read blueprints; arc welding skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Interpersonal skills; willingness to work with close supervision; ability to work independently; ability to handle crisis situations; ability to provide own hand tools.

Nationwide Job Outlook

Job opportunities should be plentiful through the year 2005. Employment is related to the number of buildings and amount of equipment needing maintenance and repair. Employment growth is expected to be faster than the average for all occupations through the year 2005 and will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increases. Many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation.

Marketing, Advertising & Public Relations Managers

Also known as Account Executives and Account Managers

Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis (OES 130110).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college, although a manager in a public relations firm will usually have different training and experience than a manager in an advertising firm. Most employers require prior experience. A few jobs are filled by promoting from clerical or support positions. Promotions for Marketing, Advertising, and Public Relations Managers may lead to higher level management positions. Most jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$8.50 to \$13.75/hr	Median: \$10.82/hr
Exp'd/After 3 Years:	\$12.50 to \$18.75/hr	Median: \$15.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan and dental insurance. Many provide life insurance.

Getting the Training

Many colleges and universities offer certificate and degree programs in marketing, advertising, and public relations. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Marketing, Advertising and Public Relations Managers in Sacramento and Yolo Counties are employed by a wide variety of industries, including advertising agencies, public relations firms, government agencies, and department stores. Most employers fill openings by hiring referrals from employees. Some openings are filled through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,950 to 2,380 Marketing, Advertising, and Public Relations Managers currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 70-85 projected job openings per year due to a net increase in occupation size.

Projected Separations: 35-40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; ability to analyze and use market research; ability to manage an activity or department; media advertising sales skills.

Basic Skills: Oral communication skills; ability to write legibly.

Other Qualifications: Ability to meet deadlines; ability to maintain good customer relationships; ability to maintain good business relationships; ability to manage unexpected situations; ability to manage multiple priorities; ability to work independently; ability to motivate others; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. Increasingly, intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and public relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full-time staff. In addition to faster than average growth, many job openings will occur each year as a result of managers moving into top management positions, transferring to other jobs, or leaving the labor force. College graduates with extensive experience, a high level of creativity, and strong communication skills should have the best job opportunities. Employment is expected to grow much faster than average in most business services industries, while average growth is projected in manufacturing industries overall.

Mechanical Engineers

Description

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment. They oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers (OES 221350).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information. Most recent hires have completed four years of college with a bachelor degree in Mechanical Engineering. Most employers do not require prior experience. A few jobs are filled by promoting from Drafter or Designer positions. Many Mechanical Engineers develop specialties such as design, product testing, or manufacturing. Promotions may lead to Project Engineer and Senior Engineer positions. Almost all jobs are 40 hours per week. Willingness to work nights or to work irregular hours may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.50 to \$16.75/hr	Median: \$14.42/hr
New Hires/Exp'd:	\$15.50 to \$22.25/hr	Median: \$18.50/hr
Exp'd/After 3 Years:	\$17.00 to \$26.50/hr	Median: \$21.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in mechanical engineering. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Mechanical Engineers in Sacramento and Yolo Counties are employed by engineering firms, the aerospace industry, and by government agencies. Almost all employers fill openings by hiring unsolicited applicants. Most also fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 410 to 500 Mechanical Engineers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Report writing skills; computer assisted design (CAD) skills; knowledge of computer aided engineering; computer integrated manufacturing (CIM) skills.

Physical Abilities: Ability to lift at least 10 lbs; ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to work under pressure; ability to work as part of a team; ability to write legibly; ability to read and follow instructions; ability to perform advanced mathematical computations; ability to write effectively; ability to work independently.

Other Qualifications: Regular use of own reliable vehicle; willingness to travel.

Nationwide Job Outlook

Employment of mechanical engineers is expected to grow about as fast as the average for all occupations through the year 2005. Although overall employment in manufacturing is expected to decline, employment of mechanical engineers in manufacturing should increase as the demand for machinery and machine tools grows and industrial machinery and processes become increasingly complex. Employment of mechanical engineers in other sectors of the economy, such as construction and services, is expected to grow faster than average as firms in these industries learn to apply these engineers' skills. Many mechanical engineering jobs are in defense related industries. Reductions in defense spending has and may continue to result in layoffs in these industries.

Medical & Clinical Laboratory Assistants

Description

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate equipment not requiring interpretation or judgement to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Licensed Clinical Laboratory Technologist (OES 329050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience. Medical and Clinical Laboratory Assistants usually begin with routine jobs and may advance to positions of greater responsibility as experience is acquired. With the appropriate education or training, promotions may lead to supervisory or technician-level positions. However, a Lab Technologist requires a bachelor degree and a license. Most jobs are 40 hours per week. Many jobs are 20-25 hours per week. Willingness to work nights, weekends, overtime, and part-time may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$9.26/hr
New Hires/Exp'd:	\$8.00 to \$11.25/hr	Median: \$9.96/hr
Exp'd/After 3 Years:	\$8.50 to \$12.25/hr	Median: \$10.82/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance. Most employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from four to eight months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Medical and Clinical Laboratory Assistants in Sacramento and Yolo Counties are employed by medical and clinical laboratories, and by hospitals and clinics. Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion and/or by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 510 to 625 Medical and Clinical Laboratory Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; English grammar and spelling skills; ability to work independently; writing skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 10 lbs; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; record keeping skills; organizational and time management skills; ability to work under pressure; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

As in most occupations, replacement needs will be the main source of job openings. Employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2005. Technological changes will have two opposite effects on employment. New, more powerful diagnostic tests will encourage more testing and spur employment. However, advances in laboratory automation and simpler tests, which make it possible for each worker to perform more tests, should slow growth. Research and development efforts are targeted at simplifying routine testing procedures so that nonlaboratory personnel-physicians and patients in particular-can perform tests now done in laboratories. Also, robots may prepare specimens, a job now done by technologists and technicians. Fastest growth is expected in independent medical laboratories, as hospitals continue to send them a greater share of their testing. Rapid growth is also expected in offices and clinics of physicians. Slower growth is expected in hospitals.

Medical & Clinical Laboratory Technologists

Description

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general area of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity (OES 329020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services for information. Most recent hires have completed four years of college and one additional year of supervised training (a license requirement). Most employers do not require additional prior experience. Promotions for Lab Technologists may lead to supervisory or management positions. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.00 to \$15.00/hr	Median: \$13.25/hr
New Hires/Exp'd:	\$11.00 to \$18.00/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$12.00 to \$20.00/hr	Median: \$16.98/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Many also provide vision insurance.

Getting the Training

Many colleges and universities offer undergraduate programs in biological science. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Medical and Clinical Laboratory Technologists in Sacramento and Yolo Counties are employed by medical and/or clinical laboratories, hospitals, and clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 895 to 1,095 Medical and Clinical Laboratory Technologists currently employed in Sacramento and Yolo Counties. About 66 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use precision laboratory equipment; knowledge of chemistry; knowledge of medical terminology; knowledge of laboratory procedures; record keeping skills; knowledge of sterilization techniques; knowledge of blood withdrawal; ability to use a computer terminal.

Physical Abilities: Good vision; good color perception; manual dexterity; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to work independently; ability to write legibly; ability to write effectively; attention to detail; ability to work under pressure; ability to follow oral instructions; ability to perform advanced mathematical computations; ability to concentrate for long periods; oral communication skills; willingness to work with close supervision.

Nationwide Job Outlook

As in most occupations, replacement needs will be the main source of job openings. Employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2005. Technological changes will have two opposite effects on employment. New, more powerful diagnostic tests will encourage more testing and spur employment. However, advances in laboratory automation and simpler tests, which make it possible for each worker to perform more tests, should slow growth. Research and development efforts are targeted at simplifying routine testing procedures so that nonlaboratory personnel-physicians and patients in particular-can perform tests now done in laboratories. Also, robots may prepare specimens, a job now done by technologists and technicians. Fastest growth is expected in independent medical laboratories.

Medical & Psychiatric Social Workers (Counselors)

Also known as Chemical Dependency Counselors

Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors (OES 273020).

Training, Experience and Other Requirements

Most recent hires have completed four to six years of college. Many have completed one to two years of college. Most employers require prior experience. Many employers require a CADAC (California Association of Drug and Alcohol Counselors) certificate. Some jobs are filled by promoting from support positions. Promotions for Chemical Dependency Counselors may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are 15-20 hours per week. Willingness to work nights and part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$15.00/hr	Median: \$8.85/hr
New Hires/Exp'd:	\$8.25 to \$16.00/hr	Median: \$11.10/hr
Exp'd/After 3 Years:	\$10.00 to \$15.50/hr	Median: \$12.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan. Some provide vision insurance and life insurance. Some employers also provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer certificate and degree programs which range in length from nine months to six years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Chemical Dependency Counselors in Sacramento and Yolo Counties are employed by government and social service agencies, and by hospitals and outpatient care facilities. Almost all employers fill openings through in-house promotion or transfer. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 890 to 1,090 Chemical Dependency Counselors currently employed in Sacramento and Yolo Counties. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; writing skills; English grammar and spelling skills.

Other Qualifications: Problem solving skills; ability to handle crisis situations; organizational and time management skills; attention to detail; record keeping skills; ability to work under pressure; multi-cultural familiarity.

Nationwide Job Outlook

Employment of social workers in hospitals is projected to grow much faster than the average for the economy as a whole due to greater emphasis on discharge planning, which facilitates early discharge of patients by assuring that the necessary medical services and social supports are in place when individuals leave the hospital. Employment of social workers in private social service agencies is projected to grow about as fast as the average. Although demand for their services is expected to increase rapidly, agencies will increasingly restructure services and hire more lower paid human services workers instead of social workers. Employment in government should also grow about as fast as the average in response to increasing needs for public welfare and family services. Also, with increasing affluence, people will be more willing to pay for professional help to deal with personal problems.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Medical Assistants

Also known as Medical Technicians

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience, although certification as a Medical Assistant is generally required. Promotions for Medical Assistants may lead to Office Manager or, with additional education, to other healthcare services occupations. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work on-call or part-time, and the willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$9.50/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$8.00 to \$11.75/hr	Median: \$9.68/hr
Exp'd/After 3 Years:	\$8.50 to \$12.75/hr	Median: \$10.54/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance and vision insurance.

Getting the Training

Certificate and degree programs range in length from five months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Assistants in Sacramento and Yolo Counties are employed by physicians and clinics. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: There are approximately 1,395 to 1,705 Medical Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply sterilization techniques; knowledge of medical terminology; telephone answering skills; ability to write effectively; possession of a Medical Assistant Certificate; understanding of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to handle crisis situations; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2005 as the health services industry expands. Employment growth will be driven by growth in the number of group and other health care practices that use support personnel. Medical assistants primarily work in outpatient settings, where fast growth is expected. Most job openings, however, will result from the need to replace experienced assistants who leave the occupation. In view of the high turnover as well as the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Medical Records Technicians

Also known as Medical Records Clerks

Description

Medical Records Technicians compile and maintain medical records of hospital and clinic patients (OES 329110).

Training, Experience and Other Requirements

Many recent hires have completed high school. Many others have completed two years of college. Most employers require prior experience. Promotions for Medical Records Technicians may lead to supervisory positions. Most jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$11.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$6.50 to \$12.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$14.25/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Records Technicians in Sacramento and Yolo Counties are employed by hospitals and clinics. Almost all employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 185 to 225 Medical Records Technicians currently employed in Sacramento and Yolo Counties. About 85 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Alphabetic and numeric filing skills; ability to follow medical records control procedures; ability to write effectively; knowledge of medical terminology; understanding of Medicare rules and regulations; analytical skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to write legibly; oral communication skills.

Other Qualifications: Ability to pay attention to detail; ability to work independently; ability to work under pressure; willingness to work with close supervision.

Nationwide Job Outlook

The job prospects for formally trained technicians should be very good. Employment of medical record technicians is expected to grow much faster than the average for all occupations through the year 2005 due to rapid growth in the number of medical tests, treatments, and procedures and because medical records will be increasingly scrutinized by third-party payers, courts, and consumers. The need for detailed medical records in offices and clinics of doctors of medicine should translate into rapid growth in employment opportunities for medical record technicians in large group practices and offices of specialists. Rapid growth is also expected in health maintenance organizations, nursing homes, and home health agencies. Hospitals will continue to employ the most technicians, and most job openings will occur because of replacement needs.

Medical Secretaries

Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Almost all employers require prior experience. Job descriptions for Medical Secretaries range from entry-level filing and billing duties to transcription and supervisory/office management responsibilities. Promotions may lead to supervisory positions. Many jobs are 40 hours per week. Many others are temporary positions at 20-25 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$10.50/hr	Median: \$9.81/hr
New Hires/Exp'd:	\$8.50 to \$13.00/hr	Median: \$10.98/hr
Exp'd/After 3 Years:	\$10.00 to \$13.75/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, vision insurance, life insurance, and a retirement plan.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Medical Secretaries in Sacramento and Yolo Counties are employed by physicians, hospitals, and clinics. Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or hire referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 855 to 1,045 Medical Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Telephone answering skills; ability to write effectively; knowledge of medical terminology; ability to maintain an appointment calendar; proofreading skills; ability to complete and explain insurance forms; ability to use word processing software; ability to follow billing procedures.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment of secretaries (including medical secretaries) is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from new office technologies, however, will offset this demand somewhat. In firms that have invested in personal computers, for example, secretaries can turn out significantly more work than when they used electric or manual typewriters.

Medical Transcriptionists

Description

Medical Transcriptionists operate typewriters, word processors, or computers to transcribe letters, reports, and other recorded data using a transcribing machine (no OES code; DOT 203582058).

Training, Experience and Other Requirements

Most recent hires have completed one to two years of college or vocational training. Most employers require one to two years of prior experience. Promotions for Medical Transcriptionists may lead to supervisory positions. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Employers report that computer spreadsheet skills and a willingness to participate in drug testing are important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.25 to \$11.00/hr	Median: \$10.55/hr
New Hires/Exp'd:	\$10.75 to \$13.75/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$12.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from three months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Medical Transcriptionists in Sacramento and Yolo Counties are employed by hospitals, clinics, offices of physicians, and skilled nursing facilities. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: There are approximately 160 to 200 Medical Transcriptionists currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 10 lbs; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; record keeping skills; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Although the need for health care documentation is expected to increase as health services continue to grow, growth of medical transcriptionist jobs should be slowed as more doctors and nurses directly enter their notes into computers. The widespread use of dictation machines has greatly reduced the need for office stenographers. The traditional "steno pool" is practically a thing of the past. Audio recording equipment and the use of personal computers by managers and other professionals should continue to greatly decrease the demand for these workers.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Motorcycle Repairers

Also known as Motorcycle Mechanics

Description

Motorcycle Repairers repair and overhaul motorcycles, motor scooters, mopeds, or similar motorized vehicles (OES 853080).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Journey-level status comes after several years of on-the-job experience. Motorcycle Repairers generally specialize in a particular type of motorcycle such as Honda, Yamaha, or Harley-Davidson. Promotions may lead to supervisory positions such as Service Manager. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave.

Getting the Training

Certificate programs take about one year to complete, although employers often provide apprenticeship or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Motorcycle Repairers in Sacramento and Yolo Counties are employed by motorcycle dealers and repair shops. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 40 to 50 Motorcycle Repairers currently employed in Sacramento and Yolo Counties. About 3 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use service manuals; ability to repair gas engines; ability to do engine diagnostic work; ability to repair electrical systems; knowledge of electronic technology.

Physical Abilities: Ability to lift at least 50 lbs; ability to stand continuously for 2 or more hours; ability to lift at least 100 lbs.

Basic Skills: Possess mechanical aptitude; ability to read and follow instructions; ability to work independently; willingness to work with close supervision; oral communication skills; ability to write legibly; ability to perform basic mathematical computations.

Other Qualifications: Possess valid Class M driver's license; provide own hand tools.

Nationwide Job Outlook

Employment of motorcycle mechanics is expected to grow about as fast as the average for all occupations through the year 2005. The majority of job openings are expected to occur because many workers leave each year to transfer to other occupations, or retire or stop working for other reasons. Job prospects should be especially favorable for persons who complete mechanic training programs. Growth of personal disposable income over the 1992-2005 period should provide consumers with more discretionary dollars to buy goods such as motorcycles-requiring more mechanics to keep the growing amount of equipment in operation.

Nurse Aides

Also known as CNAs (Certified Nursing Assistants)

Description

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides (OES 660080).

Training, Experience and Other Requirements

Most recent hires have completed high school plus vocational training. Most employers do not require prior experience, although certification as a nursing assistant (CNA) is generally required. With additional education or training, promotions for Nurse Aides may lead to other healthcare services occupations such as Licensed Vocational Nurse. Most jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$6.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.25 to \$6.00/hr	Median: \$5.60/hr
Exp'd/After 3 Years:	\$5.50 to \$7.50/hr	Median: \$6.25/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance. Many provide a retirement plan and vision insurance.

Getting the Training

Certificate programs range in length from one to four months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Nurse Aides in Sacramento and Yolo Counties are employed by skilled nursing facilities and hospitals. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: There are approximately 3,140 to 3,835 Nurse Aides currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 85-105 projected job openings per year due to a net increase in occupation size.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Skill at providing personal services to patients; know transferring techniques to lift/move patients; ability to handle crisis situations.

Physical Abilities: Ability to lift at least 50 lbs; physical strength to lift patients; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; willingness to work with close supervision; ability to work independently; oral communication skills; ability to write legibly.

Nationwide Job Outlook

Job prospects should be very good through the year 2005. Employment of nursing aides is expected to grow much faster than the average for all occupations in response to an emphasis on rehabilitation and the long-term care needs of a rapidly growing population of those 75 years old and older. Employment will increase as a result of the expansion of nursing homes and other long-term care facilities for people with chronic illnesses and disabling conditions, many of whom are elderly. Employment will also increase due to modern medical technology which increases the need for the extended care provided by aides. As a result, nursing and personal care facilities are expected to grow very rapidly and to provide most of the new jobs for nursing aides. Employment also is expected to grow very rapidly in residential care facilities. Replacement needs will constitute the major source of openings for aides. Turnover is high, a reflection of modest entry requirements, low pay, and lack of advancement opportunities.

Nursery Workers

Description

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering (OES 790050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Promotions for Nursery Workers may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 16-20 hours per week. Some jobs are seasonal. Willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$5.75 to \$7.00/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.25 to \$8.00/hr	Median: \$7.25/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate and degree programs range in length from four months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Nursery Workers in Sacramento and Yolo Counties are employed by retail and wholesale nurseries. Most employers fill openings by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements and/or hire referrals from employees.

Employment Information

Occupation Size: There are approximately 275 to 335 Nursery Workers currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of horticulture.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills.

Other Qualifications: Willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Occupational Therapists

Description

Occupational Therapists plan, organize, and participate in a medically oriented occupational program in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill (OES 323050).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the American Occupational Therapy Association for information. Most recent hires have completed four years of college plus vocational training. Most employers require prior experience. A few jobs are filled by promoting from Occupational Therapist Assistant positions. Promotions for Occupational Therapists may lead to higher level positions such as Occupational Therapist II or III. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$15.00 to \$19.50/hr	Median: \$17.28/hr
New Hires/Exp'd:	\$17.00 to \$20.75/hr	Median: \$19.66/hr
Exp'd/After 3 Years:	\$19.00 to \$23.25/hr	Median: \$20.83/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact San Jose State University for information.)

Getting the Job

Most Occupational Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics, and by offices of physical and occupational therapists. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 135 to 165 Occupational Therapists currently employed in Sacramento and Yolo Counties. About 90 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Eligibility for occupational therapy registration; American Occupational Therapy Association registration; ability to write effectively; record keeping skills; problem solving skills; knowledge of geriatrics.

Physical Abilities: Good physical condition; possession of emotional stability; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Ability to work as part of a team; ability to relate to patients; ability to exercise patience; ability to work independently; empathetic; imagination and creativity.

Nationwide Job Outlook

Employment of occupational therapists is expected to increase much faster than the average for all occupations through the year 2005 due to anticipated growth in demand for rehabilitation and long-term care services. Several factors are increasing the need for rehabilitative services. Medical advances are now making it possible for more patients with critical problems to survive. These patients, however, may need extensive therapy. Also, there is the anticipated demand generated by the baby-boom generation's move into middle age, a period during which the incidence of heart attack and stroke increases, and by the population 75 years of age and above which is a rapidly growing age group that suffers from a very high incidence of disabling conditions.

Occupational Therapy Assistants

Description

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational programs to assist in rehabilitating patients in hospitals and similar institutions (OES 660210).

Training, Experience and Other Requirements

Almost all recent hires have completed two years of college. Most employers do not require prior experience. With additional education or training, promotions for Occupational Therapy Assistants may lead to other healthcare services occupations. Most jobs are 40 hours per week. Willingness to work on-call or part-time, and the willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.00 to \$14.00/hr	Median: \$11.59/hr
New Hires/Exp'd:	\$10.50 to \$15.00/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$12.75 to \$18.00/hr	Median: \$14.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Occupational Therapy Assistants in Sacramento and Yolo Counties are employed by hospitals, skilled nursing facilities, and offices of physical therapists. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs and/or employees.

Employment Information

Occupation Size: There are approximately 60 to 70 Occupational Therapy Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Occupational Therapy Assistant Certification; ability to write effectively; knowledge of medical terminology; ability to maintain progress notes and treatment summaries.

Physical Abilities: Ability to lift and move patients; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to exercise patience; ability to work independently; ability to deal effectively with difficult individuals; possession of mechanical aptitude; willingness to work with close supervision; public contact skills; understanding of a variety of cultures.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Office Machine & Cash Register Servicers

Also known as Office Equipment Service Technicians

Description

Office Machine and Cash Register Servicers repair and service cash registers and office machines, such as adding, accounting, calculating, duplicating, and typewriting. They may repair manual, electrical and electronic office machines. Does not include workers who primarily repair word processing or other computerized systems (OES 859260).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some vocational training. Most employers do not require prior experience. Some Office Equipment Service Technicians develop specialties such as: repairing a single type of machine; repairing the machines of a single manufacturer; or repairing a wide variety of machine types and models. Promotions may lead to supervisory or Service Manager positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer skills are becoming increasingly important. Some employers also report a short supply of applicants with adequate electronic skills.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$10.00/hr	Median: \$7.56/hr
New Hires/Exp'd:	\$8.25 to \$12.00/hr	Median: \$9.30/hr
Exp'd/After 3 Years:	\$9.50 to \$14.00/hr	Median: \$11.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance. Many provide vision insurance, life insurance, and a retirement plan.

Getting the Training

Certificate programs range in length from three to five months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Office Equipment Service Technicians in Sacramento and Yolo Counties are employed by office equipment wholesalers and repair shops. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 275 to 335 Office Equipment Service Technicians currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work independently; verbal communication skills; ability to work as part of a team; writing skills; English grammar and spelling skills.

Physical Abilities: Ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; problem solving skills; possess good DMV driving record; organizational and time management skills; ability to work under pressure; ability to handle crisis situations; record keeping skills.

Nationwide Job Outlook

Employment of those who repair office machines is expected to grow more slowly than the average for all occupations. Slow growth in the amount of non-computer-based office equipment will dampen the demand for these repairers.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Opticians

Description

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians (OES 325140).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Department of Health Services, Registered Dispensing Optician Program for information. Most recent hires have completed high school plus vocational or apprenticeship training. Most employers require prior experience. Promotions for Opticians may lead to supervisory or management positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$15.00/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$8.00 to \$15.00/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and vision insurance. Many provide a retirement plan.

Getting the Training

Certificate programs take about eight months to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Opticians in Sacramento and Yolo Counties are employed by offices and clinics of optometrists, optical goods stores, and hospitals and clinics. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 235 to 290 Opticians currently employed in Sacramento and Yolo Counties. About 50 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to operate optical instruments; ability to prepare work orders for corrective lenses; ability to apply sales techniques; ability to read prescriptions for corrective lenses; ability to operate precision measuring instruments.

Physical Abilities: Possession of good color perception; good vision.

Basic Skills: Oral communication skills; ability to write legibly; basic math skills; ability to read and follow instructions.

Other Qualifications: Public contact skills; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment in this occupation is expected to increase faster than the average for all occupations through the year 2005 in response to rising demand for corrective lenses. The number of middle-aged and elderly persons is projected to increase rapidly. Middle age is a time when many people use corrective lenses for the first time, and elderly persons require more vision care, on the whole, than others. Fashion, too, influences demand. Frames come in a growing variety of styles and colors-encouraging people to buy more than one pair. Finally, demand is expected to grow in response to products such as special lens treatments, photochromic lenses (glasses that become sunglasses in sunlight) now available in plastic as well as glass, tinted lenses, and bifocal, extended wear, and disposable contact lenses.

Painters

Description

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric (OES 874020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Apprentice, Trainee, and Helper. Journey-level status comes after several years of on-the-job experience. Promotions for Painters may lead to supervisory positions, or may take the form of self-employment. Most jobs are 32-40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$8.00/hr	Median: \$6.75/hr
New Hires/Exp'd:	\$8.00 to \$14.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$11.50 to \$15.00/hr	Median: \$12.00/hr

Most employers provide medical insurance and dental insurance.

Getting the Training

Apprenticeship training takes about four years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Painters in Sacramento and Yolo Counties are employed by painting contractors and government agencies. Some Painters are self-employed. Almost all employers fill openings by hiring unsolicited applicants. Most also recruit applicants through newspaper advertisements and/or hire referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,180 to 1,445 Painters currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Surface preparation skills; roller painting skills; brush painting skills; customer service skills; knowledge of paints and related chemicals; spray painting skills.

Physical Abilities: Ability to stand for prolonged periods; ability to work from ladders/scaffolds; ability to lift at least 50 lbs; ability to tolerate dust and paint fumes; good color perception; ability to lift at least 100 lbs.

Basic Skills: Attention to detail; ability to read and follow instructions; ability to work independently; willingness to work with close supervision; oral communication skills.

Other Qualifications: Trained in safe work practices; regular use of own reliable vehicle.

Nationwide Job Outlook

Employment of painters and paperhangers is expected to grow faster than the average for all occupations through the year 2005 as the level of new construction increases and the stock of buildings and other structures that require maintenance and renovation grows. In addition to job openings created by rising demand for the services of these workers, many jobs will become available each year as workers transfer to other occupations or leave the labor force. Because there are no strict training requirements for entry, many people with limited skills work as painters or paperhangers for a short time and then move on to other types of work, creating many job openings.

Paralegal Personnel

Also known as Paralegals and Legal Assistants

Description

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action (OES 283050).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting from Legal Secretary positions. Promotions for Paralegals and Legal Assistants usually take the form of increased responsibility and higher pay. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.75 to \$10.25/hr	Median: \$10.05/hr
New Hires/Exp'd:	\$10.50 to \$15.00/hr	Median: \$13.26/hr
Exp'd/After 3 Years:	\$13.75 to \$20.25/hr	Median: \$15.86/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan and life insurance. Most also provide dental insurance. Many provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Paralegals and Legal Assistants in Sacramento and Yolo Counties are employed by attorneys and/or law firms. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 415 to 505 Paralegals and Legal Assistants currently employed in Sacramento and Yolo Counties. About 73 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; understanding of court proceedings; understanding of legal terms; problem solving skills; report writing skills; record keeping skills; investigative research skills.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work under pressure; ability to read and comprehend information quickly; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of paralegals is expected to grow much faster than the average for all occupations through the year 2005. Job opportunities are expected to expand as more employers become aware that paralegals are able to do many legal tasks for lower salaries than lawyers. Both law firms and other employers with legal staffs should continue to emphasize hiring paralegals so that the cost, availability, and efficiency of legal services can be improved. New jobs created by rapid employment growth will create most of the job openings for paralegals in the future. Other job openings will arise as people leave the occupation. Although the number of job openings for paralegals is expected to increase significantly through the year 2005, so will the number of persons pursuing this career. Thus, keen competition for jobs should continue. Private law firms will continue to be the largest employers of paralegals as a growing population needs more legal services.

Personnel Clerks

Also known as Personnel Assistants

Description

Personnel Clerks, Except Payroll and Timekeeping, compile and keep personnel records. They record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and on the date of and reason for termination. They also compile and type reports from employment records, file employment records, and search employee files and furnish information to authorized persons. Does not include workers whose primary responsibilities are to compute and post payroll or timekeeping records (OES 553140).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from clerical assistant positions. Promotions for Personnel Clerks may lead to supervisory positions. Most jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.75 to \$12.25/hr	Median: \$9.80/hr
New Hires/Exp'd:	\$9.00 to \$14.00/hr	Median: \$10.29/hr
Exp'd/After 3 Years:	\$10.75 to \$15.50/hr	Median: \$13.36/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from one month to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Personnel Clerks in Sacramento and Yolo Counties are employed by personnel departments of medium to large organizations and government agencies. Almost all employers fill openings through in-house promotion or transfer. Most also recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,100 to 1,345 Personnel Clerks currently employed in Sacramento and Yolo Counties. About 84 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Record keeping skills; accounting skills; bookkeeping skills; ability to use a calculator; ability to do arithmetic using fractions.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to pay attention to detail; interpersonal skills; understanding of a variety of cultures; ability to work independently.

Nationwide Job Outlook

Replacement needs will account for most job openings for personnel clerks through the year 2005. Jobs will open up as clerks advance within the personnel department, take a job unrelated to personnel administration, or leave the labor force. Employment of personnel clerks is expected to grow about as fast as the average for all occupations through the year 2005. Contributing to the demand for personnel clerks is the increased workload associated with a growing work force and changing personnel practices brought about by changes in tax and immigration laws, the growing popularity of flexible benefit plans, and the growth of legislatively mandated benefits. Despite increased workloads, automation of personnel departments will increase the productivity of personnel clerks and moderate their employment growth. The growing use of computers and electronic data interchange (EDI) in personnel or human resource departments means that a lot of data entry work done by personnel clerks can be eliminated as employees themselves enter the data and send it to the personnel office.

Pharmacists

Description

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners (OES 325170).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Pharmacy for information. Almost all recent hires have completed four years of college plus an internship. Most employers require prior experience. Promotions for Pharmacists may lead to supervisory or management positions. Most jobs are 40 hours per week. Some jobs are 20-24 hours per week. Willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$20.00 to \$31.50/hr	Median: \$24.61/hr
New Hires/Exp'd:	\$25.00 to \$33.00/hr	Median: \$30.00/hr
Exp'd/After 3 Years:	\$25.00 to \$34.50/hr	Median: \$31.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, life insurance, paid sick leave, a retirement plan, and vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact University of the Pacific in Stockton for information.)

Getting the Job

Almost all Pharmacists in Sacramento and Yolo Counties are employed by drug stores/pharmacies, hospitals and clinics, and grocery stores. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 430 to 525 Pharmacists currently employed in Sacramento and Yolo Counties. About 34 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to calculate weights and measurements; knowledge of microcomputer hardware and operating systems; knowledge of disease processes; knowledge of over-the-counter medications; understanding of common illnesses; understanding of health insurance; understanding of Medi-Cal rules and regulations; record keeping skills.

Physical Abilities: Good vision; ability to perform precision work.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Customer service skills; ability to work independently; understanding of a variety of cultures.

Nationwide Job Outlook

Employment of pharmacists is expected to grow faster than the average for all occupations through the year 2005, due to the increased pharmaceutical needs of a larger and older population and greater use of medication. As in other occupations, most job openings will result from the need to replace pharmacists who leave the profession. The increased number of middle-aged and elderly people will spur demand in all practice settings. Projected rapid growth in the elderly population is especially important because the number of prescriptions influences demand for pharmacists, and the elderly use more prescription drugs, on the average, than younger people.

Pharmacy Technicians

Description

Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the care and maintenance of equipment and supplies (OES 325181).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Pharmacy for information. Most recent hires have completed high school plus some college or vocational training. Most employers require about one year of prior experience as a technician or clerk. A few jobs are filled by promoting from Pharmacy Clerk positions. Promotions for Pharmacy Technicians may lead to Senior Technician or supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, and part-time may be important for job entry. Employers report that computer spreadsheet skills and a willingness to participate in drug testing are important. Some employers also report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$11.75/hr	Median: \$9.54/hr
Exp'd/After 3 Years:	\$9.00 to \$12.50/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, a retirement plan, life insurance, and vision insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from eight months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Pharmacy Technicians in Sacramento and Yolo Counties are employed by drug stores/pharmacies, hospitals and clinics, and grocery stores. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 430 to 525 Pharmacy Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to perform basic mathematical calculations; ability to work independently; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Ability to work under pressure; attention to detail; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Much faster than average growth projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Photographers

Description

Photographers photograph persons, subjects, merchandise or other commercial products. They may develop negatives and produce finished prints. Includes Scientific Photographers, Aerial Photographers, and Photojournalists (OES 340230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school or two years of college. Most employers require prior experience. A few jobs are filled by promoting from assistant positions. Most Photographers develop specialties, including portrait, wedding, sports, and newspaper photography. Promotions generally take the form of higher income or self-employment. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 5-30 hours per week. Willingness to work irregular hours or to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.91/hr
New Hires/Exp'd:	\$7.75 to \$12.00/hr	Median: \$9.62/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$11.63/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Photographers in Sacramento and Yolo Counties are employed by photo studios and newspapers. Some are self-employed. Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 265 to 325 Photographers currently employed in Sacramento and Yolo Counties. About 26 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow darkroom procedures.

Physical Abilities: Ability to use hands, arms and fingers; good vision; ability to stand continuously for 2 or more hours; possession of good color perception.

Basic Skills: Ability to read and follow instructions; oral communication skills; basic math skills; ability to write legibly.

Other Qualifications: Ability to work under pressure; ability to work independently; possession of a reliable vehicle; willingness to work with close supervision; public contact skills; interpersonal skills.

Nationwide Job Outlook

Photography, particularly commercial photography and photojournalism, is a highly competitive field. There are more people who want to be photographers than there is work to support them. Only the most skilled and those with the best business ability are able to find salaried positions or attract enough work to support themselves as self-employed photographers. Some become "weekenders," individuals with full-time jobs in other fields who take photographs of weddings and other special events on weekends. Employment of photographers is expected to grow about as fast as the average for all occupations through the year 2005. Many additional job openings will arise as workers leave the occupation. The growing use of visual images in education, communication, entertainment, marketing, research and development, and other areas should spur demand for photographers. Demand for portrait photographers should increase as the population grows.

Photographic Processing Machine Operators

Also known as Photo Lab Technicians

Description

Photographic Processing Machine Operators and Tenders operate or tend photographic processing machines, such as motion picture film printing machines, photographic printing machines, film developing machines, and mounting presses according to job specifications (OES 929080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Promotions for Photo Lab Technicians may lead to Dark Room Technician or to supervisory or management positions. Almost all jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$5.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$8.50/hr	Median: \$5.50/hr
Exp'd/After 3 Years:	\$6.00 to \$10.00/hr	Median: \$7.50/hr

Most employers provide medical insurance and a paid vacation.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Almost all Photo Lab Technicians in Sacramento and Yolo Counties are employed by photo developing and finishing laboratories. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 175 to 215 Photo Lab Technicians currently employed in Sacramento and Yolo Counties. About 43 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to interact well with others; oral communication skills; ability to work independently; ability to read and follow instructions; ability to write legibly; willingness to work with close supervision.

Other Qualifications: Trained in safe work practices.

Nationwide Job Outlook

Employment of photographic process workers is expected to increase about as fast as the average for all occupations through the year 2005. Most openings will result from replacement needs, which tend to be higher for machine operators than for precision process workers. The volume of film to be processed should ensure continued job growth for machine operators, despite lab-saving advances in photographic processing equipment, as long as film remains the mainstay of photographic processing. Digital cameras, which use electronic memory rather than a film negative to record the image, are now available. However, these cameras are much more expensive than conventional cameras, and generally are not capable of producing an equally sharp image. As the technology improves and the price declines, some photographic process machine operators may be displaced.

Physical Therapist Assistants

Also known as PT Assistants

Description

Physical Therapist Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records (OES 660171).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Physical Therapy Examining Committee for information. Almost all recent hires have completed two or four years of college. Most employers require prior experience. A few jobs are filled by promoting from Physical Therapy Aide positions. With additional education, promotions for Physical Therapist Assistants may lead to Physical Therapist or other healthcare services occupations. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.50 to \$15.00/hr	Median: \$11.04/hr
New Hires/Exp'd:	\$10.50 to \$13.50/hr	Median: \$11.54/hr
Exp'd/After 3 Years:	\$12.00 to \$16.00/hr	Median: \$14.21/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Physical Therapist Assistants in Sacramento and Yolo Counties are employed by offices of physical therapists and hospitals. Employers use a wide variety of methods to recruit applicants, including advertisements in newspapers and journals.

Employment Information

Occupation Size: There are approximately 115 to 140 Physical Therapist Assistants currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; knowledge of orthopedic care; ability to maintain progress notes and treatment summaries; knowledge of physiology; ability to write effectively; ability to detect complications in patients; ability to apply transferring techniques in moving patients; ability to take vital signs; knowledge of neurology; knowledge of sports medicine; knowledge of geriatrics; understanding of cardio-pulmonary diseases.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical examination; ability to lift 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Much faster than average growth is projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Physical Therapists

Also known as PTs and RPTs (Registered Physical Therapists)

Description

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling (OES 323080).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Medical Board, Physical Therapy Examining Committee for information. Most recent hires have completed four years of college. Most employers require prior experience. Promotions for Physical Therapists may lead to supervisory or management positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$16.50 to \$23.25/hr	Median: \$18.75/hr
New Hires/Exp'd:	\$19.00 to \$26.25/hr	Median: \$21.32/hr
Exp'd/After 3 Years:	\$20.00 to \$29.00/hr	Median: \$23.26/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

No local programs were identified for this occupation. (Contact San Francisco State University for information.)

Getting the Job

Most Physical Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics, and by offices of physical therapists. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 405 to 495 Physical Therapists currently employed in Sacramento and Yolo Counties. About 69 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; problem solving skills; knowledge of cardiac rehabilitation; knowledge of geriatrics; knowledge of sports medicine; record keeping skills.

Physical Abilities: Manual dexterity; ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to work as part of a team; ability to work independently; understanding of a variety of cultures.

Nationwide Job Outlook

Employment of physical therapists is expected to grow much faster than the average for all occupations through the year 2005. Growth will occur as new medical technologies save more people who will then need therapy, as new technologies permit more disabling conditions to be treated, and as the population grows and ages. The rapidly growing elderly population is particularly vulnerable to chronic and debilitating conditions that will require more therapeutic services. At the same time, the baby-boom generation will enter the prime age for heart attack and strokes, increasing the demand for cardiac and physical rehabilitation. More young people will also need physical therapy as medical advances save the lives of a larger proportion of newborns with severe birth defects. Future medical developments will also permit a higher percentage of trauma victims to survive, creating additional demand for rehabilitative care.

Physical Therapy Aides

Also known as PT Aides

Description

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist (OES 660172).

Training, Experience and Other Requirements

Most recent hires have completed two years of college. Most employers do not require prior experience. With additional education or training, promotions for Physical Therapy Aides may lead to Physical Therapist Assistant or to other healthcare services occupations. Most jobs are 20-25 hours per week. Some jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$6.50/hr	Median: \$5.75/hr
New Hires/Exp'd:	\$5.75 to \$9.50/hr	Median: \$6.75/hr
Exp'd/After 3 Years:	\$7.00 to \$10.50/hr	Median: \$8.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Many also provide a retirement plan and life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Physical Therapy Aides in Sacramento and Yolo Counties are employed by offices of physical therapists and hospitals. Employers use a wide variety of methods to recruit applicants, including advertisements in newspapers and journals.

Employment Information

Occupation Size: There are approximately 265 to 320 Physical Therapy Aides currently employed in Sacramento and Yolo Counties. About 75 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; ability to detect complications in patients.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Willingness to work with close supervision.

Nationwide Job Outlook

Much faster than average growth is projected through 2005. (No additional detail information available.)

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Plumbers

Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems (OES 875020).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Apprentice or Helper. Journey-level status comes after several years of on-the-job experience. Promotions for Plumbers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$9.50/hr	Median: \$8.48/hr
New Hires/Exp'd:	\$9.00 to \$25.50/hr	Median: \$13.50/hr
Exp'd/After 3 Years:	\$13.00 to \$25.50/hr	Median: \$19.00/hr

Almost all employers provide medical insurance and dental insurance. Most also provide a paid vacation and a retirement plan. Many provide vision insurance and life insurance.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Plumbers in Sacramento and Yolo Counties are employed by plumbing, heating, and air conditioning contractors. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,035 to 1,265 Plumbers currently employed in Sacramento and Yolo Counties. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; possession of a valid driver's license; pipe fitting skills; soldering skills; understanding of building codes; ability to read blueprints.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to work in cramped/confined spaces; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to provide own hand tools; ability to work independently; possession of a good DMV driving record; public contact skills.

Nationwide Job Outlook

Employment of plumbers and pipefitters is expected to grow more slowly than the average for all occupations through the year 2005. Construction activity-residential, industrial, and commercial-is expected to grow significantly over the next decade. Building renovation, including the increasing installation of sprinkler systems; maintenance of powerplants, water and wastewater treatment plants, pipelines, office buildings, factories, and other projects that have large pipe systems; and maintenance of existing residential systems are expected to spur the demand for these workers. However, the growing use of plastic pipe and fittings which are much easier to use, more efficient sprinkler systems, and other technologies will mean that employment will not grow as fast as it has in past years. Most job openings will occur due to the need to replace workers who leave the occupation.

Pre-Press Workers (Print Shops)

Summarized from a Roundtable Discussion

Description

Print shops generally fall into one of six industry groups:

1. Quick Printing
2. Light Commercial
3. General Commercial
4. Specialization
5. Publications
6. In-House (including government agencies)

Occupations within the print shop industries generally fall within one of six major areas:

1. PRODUCTION with job titles including pre-press worker, press operator, and binding worker;
2. GRAPHICS with job titles including typesetter, graphic artist, and paste-up worker;
3. SALES with job titles including outside sales rep. and customer service/counterperson;
4. ESTIMATING with job titles including estimator;
5. SCHEDULING with job titles including scheduler; and
6. MANAGEMENT (with varying titles).

Job titles for Pre-Press Workers include Stripper, Platemaker, Camera Operator, Composer/Proofer, Gerber Operator, and Scanner. These occupations involve working with computers, shooting negatives, doing half-tones, screen printing, and working with customers.

Training, Experience and Other Requirements

Minimum qualifications include completion of high school, type 40 wpm, familiarity with computers, strong math skills, and the ability to work independently. Preferred skills include attention to detail, logical, technical ability, and familiarity with darkroom and color separating. Computer technology is "rapidly changing the skills needed for these occupations."

Potential Earnings

\$5.00 to \$5.75/hr at job entry and \$8.50 to \$10.00/hr after three years on the job.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Employer recruitment methods include newspaper advertisements, word of mouth, in-house announcements, and industry publications.

Employment Information

Estimated 1,000 to 2,000 Pre-Press Workers in the Sacramento metro area; employers have the most difficulty finding qualified applicants for Scanner and Stripper positions. About 22 percent in California are female.

Nationwide Job Outlook

Employment of prepress workers is expected to grow more slowly than the average for all occupations through the year 2005. Demand for printed material should grow rapidly spurred by rising levels of personal income, increasing school enrollments, and higher levels of educational attainment. However, increased use of computers in typesetting and page layout should slow the growth of prepress jobs. New technologies are also expected to spur demand for printed materials by expanding markets, allowing advertising dollars currently allotted to nonprint media, such as television, to be spent on direct mail. Work previously requiring a week or more can now be completed in a few days. For example, much faster turnaround time will permit printers to compete with nonprint media for time-sensitive business, providing advertisers with specialty advertisements used to target specific market segments. Technological advances will have a varying effect on the rate of employment growth among the prepress occupations. Growth is expected to be fastest for electronic pagination operators and slowest for precision compositors and typesetters.

Preschool Teachers

Description

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care (OES 313021).

Training, Experience and Other Requirements

Most recent hires have completed one or two years of college, including 12 units of Early Childhood Education (ECE). Most employers require prior experience. A few jobs are filled by promoting from Aide or Assistant positions. Promotions for Preschool Teachers may lead to positions such as Head Teacher, Assistant Director, and Director. Most jobs are 40 hours per week. Some jobs are 16-24 hours per week. Willingness to work part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$7.00/hr	Median: \$5.75/hr
New Hires/Exp'd:	\$5.50 to \$7.50/hr	Median: \$6.75/hr
Exp'd/After 3 Years:	\$6.25 to \$10.25/hr	Median: \$8.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and child care. Many also provide dental insurance.

Getting the Training

Certificate and degree programs range in length from six months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Preschool Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools with pre-kindergarten programs. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,055 to 1,290 Preschool Teachers currently employed in Sacramento and Yolo Counties. About 97 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Oral reading skills; classroom management skills; ability to administer emergency first aid; problem solving skills; ability to write effectively; ability to apply principles of recreation; artistic skills; musical skills; supervisory skills; record keeping skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; basic math skills.

Other Qualifications: Ability to exercise patience; possession of a clean police record; ability to work independently; ability to work under pressure; understanding of a variety of cultures; willingness to work with close supervision.

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other- often better paying jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Despite a slight decline in the number of children age 5 and under, the proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose.

Printing Press Machine Operators

Also known as Pressmen

Description

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterpress presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber (OES 925430).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require two to four years of prior experience. Some jobs are filled by promoting from apprentice or other print shop occupations. Promotions for Press Operators may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work weekends and overtime may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.25 to \$9.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$9.50 to \$18.00/hr	Median: \$14.50/hr
Exp'd/After 3 Years:	\$12.00 to \$21.00/hr	Median: \$18.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide paid sick leave, a retirement plan, and vision insurance. Some provide life insurance.

Getting the Training

Certificate and degree programs range in length from one to two years and do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Press Operators in Sacramento and Yolo Counties are employed by commercial print shops and newspaper publishers. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some openings are filled through in-house promotion.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 275 to 335 Press Operators currently employed in Sacramento and Yolo Counties. About 15 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Ability to work under pressure; attention to detail; problem solving skills; ability to handle crisis situations; organizational and time management skills.

Nationwide Job Outlook

Employment of press operators is expected to grow about as fast as the average for all occupations through the year 2005 as demand for printed materials grows. However, employment growth will vary among various press operator jobs. Employment of offset, gravure, and flexographic operators will increase, while employment of letterpress operators will decline. Most job openings will result from the need to replace operators who retire or leave the occupation. Most new jobs will result from expansion of the printing industry as demand for printed material increases in response to demographic trends, U.S. expansion into foreign markets, and growing use of direct mail by advertisers. Changes in the age structure of the population are expected to spur demand for books and magazines as school enrollments rise, even as substantial growth in the middle-aged and older population spurs adult education and leisure reading. Additional growth should stem from increasing foreign demand for domestic trade publications, professional and scientific works, and mass-market books such as paperbacks.

Property & Real Estate Managers

Description

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate (OES 150110).

Training, Experience and Other Requirements

Most recent hires have completed one to four years of college. Most employers require one to two years of prior experience. Promotions for Property and Real Estate Managers may lead to higher level management positions. Almost all jobs are 40-45 hours per week. Some jobs are 15-20 hours per week. Willingness to work overtime, on-call, and weekends may be important for job entry. Employers report that computer spreadsheet, word processing, and database skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$8.63/hr
New Hires/Exp'd:	\$8.00 to \$14.50/hr	Median: \$11.92/hr
Exp'd/After 3 Years:	\$9.25 to \$19.25/hr	Median: \$15.83/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance and life insurance. Some provide vision insurance and a retirement plan.

Getting the Training

Many colleges and universities offer programs in business administration. In addition, certificate programs range in length from one to four months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Property and Real Estate Managers in Sacramento and Yolo Counties are employed by property management firms. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees and/or through in-house promotion.

Employment Information

Occupation Size: There are approximately 1,115 to 1,360 Property and Real Estate Managers currently employed in Sacramento and Yolo Counties. About 48 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-40 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; English grammar and spelling skills; writing skills.

Other Qualifications: Ability to handle crisis situations; organizational and time management skills; attention to detail; ability to work under pressure; supervisory skills; problem solving skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of property and real estate managers is projected to increase faster than the average for all occupations through the year 2005. Despite the rapid growth in demand for these workers, the vast majority of job openings are expected to occur as property managers transfer to other occupations or leave the labor force. Opportunities should be best for persons with college degrees in business administration and related fields. Growth in the demand for office buildings and retail establishments will spur employment of property and real estate managers. Nearly 9 of every 10 new jobs that will be created over the 1992-2005 period are expected to be in wholesale and retail trade; finance, insurance, and real estate; and service industries. Because establishments in these industries are the primary tenants of commercial properties, expansion of these industries is expected to require growth in the Nation's supply of office and retail space. Although development in this area is slow now, it is expected to pick up within several years.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Psychiatric Technicians

Also known as Psych Techs

Description

Psychiatric Technicians provide nursing care to mentally ill, emotionally disturbed, or mentally retarded patients and participate in rehabilitation and treatment programs. They help with personal hygiene, and administer oral medications and hypodermic injections, following physician's prescriptions and hospital procedures. They monitor patients' physical and emotional well-being and report to medical staff (OES 329310).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nurse and Psychiatric Technician Examiners for information. Most recent hires have completed high school plus vocational training or two years of college. Most employers do not require prior experience. Promotions for Psychiatric Technicians may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$9.00 to \$16.00/hr	Median: \$10.20/hr
Exp'd/After 3 Years:	\$11.00 to \$18.00/hr	Median: \$11.72/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide vision insurance and life insurance.

Getting the Training

No local programs were identified for this occupation. (Contact Napa Valley College for information.)

Getting the Job

Most Psychiatric Technicians in Sacramento and Yolo Counties are employed by acute care hospitals, skilled nursing facilities, and outpatient clinics. Statewide, most are employed by state mental hospitals. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 165 to 205 Psychiatric Technicians currently employed in Sacramento and Yolo Counties. About 88 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Skill at providing personal services to patients; ability to handle crisis situations; ability to record condition of patients; ability to relate to patients; skilled at patient observation; ability to work with a team of health professionals; ability to administer medications; ability to take vital signs; knowledge of emergency procedures.

Physical Abilities: Ability to lift at least 50 lbs; physical ability to lift/move patients; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to work independently; oral communication skills; ability to write legibly; ability to perform basic mathematical computations.

Nationwide Job Outlook

Employment of psychiatric aides is expected to grow faster than the average for all occupations. Employment will rise in response to the sharp increase in the number of older persons-many of whom will require mental health services. Employment of aides in private psychiatric facilities and community mental health centers is likely to grow because of increasing public acceptance of formal treatment for drug abuse and alcoholism, and a lessening of the stigma attached to those receiving mental health care. While employment in private psychiatric facilities may grow, employment in public mental hospitals is likely to be stagnant due to constraints on public spending.

Receptionists & Information Clerks

Description

Receptionists and Information Clerks answer inquiries and obtain information for the public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices, or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. Promotions for Receptionists may lead to supervisory or other clerical positions. Some Receptionists are actually Secretaries or Office Managers who also happen to have reception responsibilities. Almost all jobs are 30-40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$7.75/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.50 to \$9.50/hr	Median: \$7.08/hr
Exp'd/After 3 Years:	\$6.50 to \$13.00/hr	Median: \$8.29/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and life insurance. Many provide a retirement plan and vision insurance.

Getting the Training

Certificate programs range in length from two months to one year. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Receptionists in Sacramento and Yolo Counties are employed by a wide variety of industries, with about 30-40 percent employed within health care services. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 5,245 to 6,410 Receptionists currently employed in Sacramento and Yolo Counties. About 95 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 130-160 projected job openings per year due to a net increase in occupation size.

Projected Separations: 90-110 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Public contact skills; telephone answering skills; customer service skills; able to use multi-line command phone system; ability to use a computer terminal; ability to type at least 40 wpm; ability to use personal computers; knowledge of word processing software; filing skills (alpha and numeric).

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to work under pressure; ability to write legibly; ability to work independently; ability to write effectively; willingness to work with close supervision; oral communication skills.

Other Qualifications: Exceed minimum employer grooming standards.

Nationwide Job Outlook

Overall employment of information clerks is expected to increase faster than the average for all occupations through the year 2005. In addition to the many openings that will occur as businesses and organizations expand, numerous jobs for information clerks will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Replacement needs will create large numbers of job openings, reflecting relatively high turnover. This work is well suited to flexible work schedules, and many opportunities for part-time work will continue to be available.

Registered Nurses

Also known as RNs, Clinical Nurses, and Staff Nurses

Description

Registered Nurses administer nursing care to ill or injured persons. This includes administrative, public health, industrial, private duty, and surgical nurses. Does not include Nursing Instructors and Teachers (OES 325020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State Board of Registered Nursing for information. Almost all recent hires have completed two or four years of college. Most employers require about one year of prior experience. Many RNs develop specialties which usually require additional training or certification. Specialty areas include emergency room, surgery, intensive care, outpatient/clinic, anesthetist, pediatrics, obstetrics/gynecology, oncology and hospice, among others. Promotions for Registered Nurses may lead to supervisory or higher paid specialty positions. Many jobs are 36-40 hours per week. Many others are 20-30 hours per week. Willingness to work overtime, on-call, weekends, part-time, and nights may be important for job entry. Some employers report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$13.00 to \$23.75/hr	Median: \$16.72/hr
New Hires/Exp'd:	\$15.75 to \$26.00/hr	Median: \$19.38/hr
Exp'd/After 3 Years:	\$17.50 to \$28.00/hr	Median: \$21.00/hr

Almost all employers provide medical insurance and paid sick leave. Most also provide dental insurance, a paid vacation, a retirement plan, vision insurance, and life insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Registered Nurses in Sacramento and Yolo Counties are employed by hospitals, clinics, and physicians. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants. Some openings are filled through in-house promotion or transfer and/or by hiring referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 7,835 to 9,575 Registered Nurses currently employed in Sacramento and Yolo Counties. About 93 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 220-270 projected job openings per year due to a net increase in occupation size.

Projected Separations: 105-125 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; writing skills; English grammar and spelling skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; trained in CPR and first aid techniques; ability to work under pressure; record keeping skills; multi-cultural familiarity; supervisory skills; ability to plan and organize the work of others.

Nationwide Job Outlook

Job prospects in nursing are good. Although employers in some parts of the country reported shortages of R.N.'s in the past, large wage increases have attracted more people to nursing and dampened demand. However, R.N. recruitment has long been a problem in rural areas, in some big city hospitals, and in specialty areas including intensive care, rehabilitation, geriatrics, and long-term care. Employment of registered nurses is expected to grow much faster than the average for all occupations through the year 2005. Driving this growth will be technological advances in patient care, which permit a greater number of medical problems to be treated, and increasing emphasis on primary care. The number of older people, who are much more likely than younger people to need medical care, is projected to grow very rapidly. Many job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the average age of the registered nurse population continues to rise.

Respiratory Care Practitioners (Therapists)

Also known as Respiratory Therapists

Description

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilatory therapy, and cardiopulmonary resuscitation. They observe, monitor and record the patient's responses to treatments and maintain patient records (OES 323020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Respiratory Care Examining Committee for information. Most recent hires have completed two years of college plus vocational training. Most employers require prior experience. Promotions for Respiratory Therapists may lead to supervisory positions. Most jobs are 20-30 hours per week. Many are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$12.50 to \$14.75/hr	Median: \$13.53/hr
New Hires/Exp'd:	\$13.25 to \$15.50/hr	Median: \$14.25/hr
Exp'd/After 3 Years:	\$14.25 to \$18.00/hr	Median: \$15.87/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate and degree programs range in length from two to three years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Respiratory Therapists in Sacramento and Yolo Counties are employed by hospitals and clinics. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion and/or hire referrals from employees. Many fill openings by hiring unsolicited applicants and/or referrals from schools and training programs.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 435 to 530 Respiratory Therapists currently employed in Sacramento and Yolo Counties. About 51 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to record condition of patients; possession of a Respiratory Care Practitioner (RCP) license; ability to write effectively; ability to perform endotracheal intubation; certified as a Registered Respiratory Therapist (RRT); ability to assist physician during bronchoscopy; eligibility to become a Registered Respiratory Therapist (RRT); blood drawing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; manual dexterity; ability to lift at least 50 lbs repeatedly; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Possession of mechanical aptitude; ability to handle crisis situations; ability to work independently; willingness to work with close supervision; ability to work under pressure.

Nationwide Job Outlook

Employment of respiratory therapists is expected to increase much faster than the average for all occupations through the year 2005 because of substantial growth of the middle-aged and elderly population. The elderly are the most common sufferers from respiratory ailments and cardiopulmonary diseases. As their numbers increase, the need for respiratory therapists will increase as well. As in other occupations, most job openings will result from the need to replace workers who transfer to other jobs or stop working altogether.

Restaurant Cooks

Also known as Line Cooks

Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu (OES 650260).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers require one to two years of prior experience. Employers are sometimes willing to accept training as a substitute for experience. Some jobs are filled by promoting from such positions as Bus Person, Dishwasher, Cook's Helper, Trainee, and Apprentice. Promotions for Restaurant Cooks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work nights, weekends, overtime, and part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$5.75/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.50 to \$9.00/hr	Median: \$7.61/hr
Exp'd/After 3 Years:	\$7.50 to \$10.50/hr	Median: \$9.00/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave and dental insurance. Some provide life insurance, vision insurance, and a retirement plan. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs take about one year to complete, although employers often provide on-the-job training. Refer to Cooking Related Occupations in the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings through in-house promotion. Some openings are filled by hiring unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 2,930 to 3,580 Restaurant Cooks currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 100-125 projected job openings per year due to a net increase in occupation size.

Projected Separations: 85-105 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Job openings for chefs and cooks are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. A significant proportion of food and beverage sales by eating and drinking establishments is associated with the overall level of economic activity. Other factors contributing to employment growth will be population growth, rising family and personal incomes, and more leisure time that will allow people to dine out and take vacations more often. Also, as more women join the work force, families increasingly may find dining out a welcome convenience.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Retail Sales, First Line Supervisors & Managers

Also known as Store Managers and Assistant Managers

Description

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work (OES 410020).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from positions such as Salesperson, Manager Trainee, and Cashier. Promotions for Retail Sales Managers may lead to higher level management positions. Most jobs are 40 hours per week. Willingness to work nights, weekends and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$7.25 to \$14.50/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$11.25 to \$16.75/hr	Median: \$14.42/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance and life insurance. Most also provide vision insurance.

Getting the Training

Certificate and degree programs take about two years to complete, although employers often provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Retail Sales Managers in Sacramento and Yolo Counties are employed by grocery stores, department stores, and general merchandise stores. Almost all employers fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 5,395 to 6,595 Retail Sales Managers currently employed in Sacramento and Yolo Counties. About 33 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 155-190 projected job openings per year due to a net increase in occupation size.

Projected Separations: 85-105 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Problem solving skills; ability to manage an activity or department; ability to plan and organize the work of others; ability to apply sales techniques; ability to hire and assign personnel; business math skills; verbal presentation skills; record keeping skills; ability to write effectively; report writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Public contact skills; ability to work independently; customer service skills; ability to work under pressure; ability to handle crisis situations; understanding of a variety of cultures.

Nationwide Job Outlook

Overall employment of salaried retail managers is expected to grow about as fast as the average for all occupations through the year 2005. Faster than average growth is expected in appliance, radio, television, and music stores, while average growth is expected in miscellaneous shopping goods stores, and slower than average growth is expected in department stores. Retail establishments are growing in number and size. However, similar to other industries, corporate downsizing and restructuring may temper demand for retail managers as many firms are improving operating efficiency by using computerized registers and inventory control systems.

Roofers

Description

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures (OES 878080).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Promotions for Roofers may lead to supervisory positions, or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are seasonal. Willingness to work on-call or part-time may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$8.00 to \$16.00/hr	Median: \$11.63/hr
Exp'd/After 3 Years:	\$10.00 to \$23.00/hr	Median: \$16.50/hr

Most employers provide medical insurance and dental insurance. Many also provide paid vacation.

Getting the Training

Apprenticeship training ranges in length from two to three years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Roofers in Sacramento and Yolo Counties are employed by roofing contractors. Many employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 675 to 825 Roofers currently employed in Sacramento and Yolo Counties. About 1 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to apply asphalt felts and coatings; ability to implement safe work practices; roofing skills; possession of a valid driver's license; basic construction skills; ability to apply composition roofing materials; ability to install and repair shingles and shakes.

Physical Abilities: Ability to climb to high places; ability to tolerate unpleasant fumes; ability to lift at least 100 lbs repeatedly.

Basic Skills: Ability to read and follow instructions.

Other Qualifications: Willingness to work with close supervision; ability to work independently; possession of a good DMV driving record; interpersonal skills.

Nationwide Job Outlook

Jobs for roofers should be plentiful through the year 2005, primarily because of the need to replace workers who transfer to other occupations or who leave the labor force. Turnover is high; roofing work is hot, strenuous, and dirty, and a significant number of workers treat roofing as a temporary job. Some roofers leave the occupation to go into other construction trades. Employment of roofers is expected to increase about as fast as the average for all occupations through the year 2005. Roofs deteriorate faster than most other parts of buildings and periodically need to be repaired or replaced. About 75 percent of roofing work is repair and reroofing, a higher proportion than in most other construction work. As a result, demand for roofers is less susceptible to downturns in the economy than some of the other construction trades.

Sales Agents & Placers (Insurance)

Description

Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, or work as an independent broker, or be employed by an insurance company (OES 430020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the California Department of Insurance for information. Most recent hires have completed four years of college. Most employers require prior experience. Some jobs are filled by promoting from positions such as Trainee, Solicitor, and Customer Service Representative. Traditionally, agents have specialized in either life and disability insurance, or in property and liability insurance. Increasingly, however, agents are selling all types of insurance. Promotions for Sales Agents may lead to supervisory or management positions. Most jobs are 32-40 hours per week. Those who are self-employed work 45-50 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.00 to \$11.75/hr	Median: \$9.62/hr
New Hires/Exp'd:	\$7.00 to \$15.50/hr	Median: \$11.39/hr
Exp'd/After 3 Years:	\$11.25 to \$19.50/hr	Median: \$15.51/hr

Almost all employers provide medical insurance and other benefits, including a retirement plan, a paid vacation, and dental insurance. Most also provide paid sick leave, life insurance, and vision insurance.

Getting the Training

Employers generally provide training for this occupation, although many colleges and universities offer undergraduate programs in business administration or insurance. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Sales Agents are employed by insurance companies. Most employers recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: There are approximately 1,100 to 1,345 Sales Agents currently employed in Sacramento and Yolo Counties. About 37 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Verbal presentation skills; ability to interpret policy coverage; knowledge of insurance sales work; knowledge of financial planning; knowledge of casualty insurance; knowledge of appraisal techniques; knowledge of sales techniques.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to perform basic mathematical computations; ability to write effectively; ability to work independently; ability to write legibly.

Other Qualifications: Pass oral and/or written exam; possess an insurance agent's license; possess an insurance broker's license.

Nationwide Job Outlook

Employment of insurance agents and brokers is expected to grow about as fast as the average for all occupations through the year 2005. Most job openings are expected to result from the need to replace agents and brokers who leave the occupation. Many beginners find it difficult to establish a sufficiently large clientele in this highly competitive business; consequently, many eventually leave for other jobs. Opportunities should be best for ambitious people who enjoy sales work and who develop expertise in a wide range of insurance and financial services.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Salespersons, Parts

Also known as Auto Parts Salespersons and Counter Persons

Description

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalog to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom (OES 490140).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from such positions as Parts Drivers and Parts Handlers. Promotions for Parts Salespersons may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$6.50/hr	Median: \$5.40/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$15.00/hr	Median: \$11.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance, life insurance, and paid sick leave. Many provide a retirement plan and vision insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Most Parts Salespersons in Sacramento and Yolo Counties are employed by new and used car dealers, auto and home supply stores, and auto parts wholesalers. Almost all employers fill openings by hiring unsolicited applicants. Most also recruit applicants through newspaper advertisements. Many fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: There are approximately 1,612 to 1,970 Parts Salespersons currently employed in Sacramento and Yolo Counties. About 10 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size.

Projected Separations: 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Customer service skills; telephone answering skills; ability to use a computer terminal; cash handling skills; ability to operate a computerized cash register; knowledge of inventory techniques.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to work independently; organizational ability; willingness to work with close supervision; ability to write legibly.

Other Qualifications: Exceed minimum employer grooming standards; ability to understand foreign accents.

Nationwide Job Outlook

Employment for retail sales workers (including parts salespersons) is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Salespersons, Retail

Also known as Sales Associates and Clerks

Description

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers (OES 490112).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers do not require prior experience. Promotions for Retail Salespersons may lead to supervisory or management positions. Many jobs are 35-40 hours per week. Many other jobs are 20-30 hours per week. Willingness to work nights, weekends, and part-time may be important for job entry. Some employers report that computer and customer service skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.50 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$6.75/hr	Median: \$5.63/hr
Exp'd/After 3 Years:	\$5.50 to \$9.25/hr	Median: \$6.50/hr

Depending on the employer and the industry, Retail Salespersons may also receive sales commissions.

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, a retirement plan, and paid sick leave. Many also provide vision insurance and life insurance. Some provide child care. Some employers provide medical insurance for part-time employees.

Getting the Training

Employers generally provide training for this occupation, although some certificate and degree programs are available, ranging in length from nine months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Employment for Retail Salespersons in Sacramento and Yolo Counties is provided by a wide variety of retailers and specialty shops. Almost all employers fill openings by hiring unsolicited applicants. Most also fill openings by hiring referrals from employees. Many recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: There are approximately 15,930 to 19,470 Retail Salespersons currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 345-420 projected job openings per year due to a net increase in occupation size.

Projected Separations: 570-695 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; English grammar and spelling skills; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force. Replacement needs will generate an exceptionally large number of sales jobs because the occupation is large and turnover is much higher than average. There will continue to be many opportunities for part-time workers, and demand will be strong for temporary workers during the Christmas selling period. During recessions, sales volume and the resulting demand for sales workers generally decline as purchases of costly items such as cars, appliances, and furniture tend to be postponed. In some geographic areas, employers face a shortage of qualified applicants. As a result, employers can be expected to improve efforts to attract and retain workers by offering higher wages, more generous benefits, and more flexible schedules.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

School Bus Drivers

Description

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils (OES 971110).

Training, Experience and Other Requirements

Most recent hires have completed high school and vocational (Bus Driver license) training. Most employers do not require prior experience. Promotions for School Bus Drivers may lead to trainer positions. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 25-30 hours per week. Willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$8.00 to \$9.50/hr	Median: \$8.78/hr
New Hires/Exp'd:	\$8.25 to \$10.50/hr	Median: \$9.06/hr
Exp'd/After 3 Years:	\$9.25 to \$11.00/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, paid sick leave, vision insurance, and a retirement plan. Most also provide a paid vacation and life insurance.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Most School Bus Drivers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 855 to 1,045 School Bus Drivers currently employed in Sacramento and Yolo Counties. About 41 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of children with special needs; ability to handle crisis situations; map reading skills; record keeping skills.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs.

Basic Skills: Patience with children; ability to read and follow instructions; ability to work independently; ability to work under pressure; oral communication skills; ability to write legibly; willingness to work with close supervision.

Other Qualifications: Possess good DMV driving record; possess clean police record; possess valid Class B driver's license; ability to administer emergency first aid; multi-cultural familiarity; ability to perform CPR.

Nationwide Job Outlook

Persons seeking jobs as busdrivers (including school bus drivers) with good driving records who are able to qualify for a commercial driver's license should encounter good opportunities. Opportunities should also be best in metropolitan areas that are growing rapidly. Thousands of job openings are expected to occur each year because of the need to replace workers who retire or leave the occupation for other reasons. Employment of busdrivers is expected to increase about as fast as average for all occupations through the year 2005. The number of job openings for school busdrivers will be greater because of the growing need for pupil transportation.

Secondary School Teachers

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational teachers. Does not include special education teachers (OES 313080).

Training, Experience and Other Requirements

Almost all recent hires have completed six years of college. Most employers do not require prior experience. Promotions for Secondary School Teachers may lead to administrative positions. Almost all jobs average 40 hours per week, nine months per year. Some jobs (substitute teachers) are on-call, two to three days per week. Willingness to work on-call may be important for job entry. Some employers report that computer and bilingual skills are becoming increasingly important.

Potential Earnings and Benefits

Salaries for Secondary School Teachers range from \$21,200 to \$27,100 per year for new hires without prior experience. After 3 years, the annual salary range is \$25,800 to \$38,700. Teachers who have gained additional education and experience may earn up to \$43,600.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a retirement plan, vision insurance, and life insurance. Some provide a paid vacation. Some employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Secondary School Teachers in Sacramento and Yolo Counties are employed by public school districts and private schools. Most employers fill openings by hiring referrals from schools and training programs and/or recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 3,240 to 3,960 Secondary School Teachers currently employed in Sacramento and Yolo Counties. About 53 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size.

Projected Separations: 70-85 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform basic mathematical calculations.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Ability to handle crisis situations; multi-cultural familiarity; ability to work under pressure; problem solving skills; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Employment of secondary school teachers is expected to grow faster than the average for all occupations through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. The population of 14- to 17-year-olds is expected to experience relatively strong growth through the year 2005, spurring demand for secondary school teachers. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Secretaries

Also known as Administrative Assistants

Description

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical/Legal Secretaries (OES 551080).

Training, Experience and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers require about one year of prior clerical experience. A few jobs are filled by promoting from other clerical positions. Secretarial job descriptions can range from entry-level clerical duties to office management and personnel responsibilities. Promotions for Secretaries may lead to supervisory positions or to a wide variety of other occupations, depending on the industry and the size of the employer. Almost all jobs are 40 hours per week. A few jobs are part-time or on-call, 20-30 hours per week. Most employers report that computer spreadsheet, database, and word processing skills are important for job entry. Many employers report that desktop publishing skills are also important. Some employers report that shorthand and typewriter skills are becoming obsolete.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.00 to \$11.00/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.00 to \$11.75/hr	Median: \$10.10/hr
Exp'd/After 3 Years:	\$10.00 to \$12.25/hr	Median: \$11.53/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance. Some employers provide medical insurance for part-time employees.

Getting the Training

Certificate and degree programs range in length from eight months to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Secretaries in Sacramento and Yolo Counties are employed in most industries, with about one out of every three jobs provided by government agencies and educational institutions. Almost all employers recruit applicants through newspaper ads.

Employment Information

Occupation Size: There are approximately 10,475 to 12,800 Secretaries currently employed in Sacramento and Yolo Counties. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 95-120 projected job openings per year due to a net increase in occupation size.

Projected Separations: 230-280 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; ability to work as part of a team; verbal communication skills; ability to work independently; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; record keeping skills; organizational and time management skills; problem solving skills; ability to work under pressure; ability to handle crisis situations; ability to plan and organize the work of others.

Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from new office technologies, however, will offset this demand somewhat. In firms that have invested in personal computers, for example, secretaries can turn out significantly more work than when they used electric or manual typewriters. Other new office technologies, including electronic mail, facsimile machines, and voice message systems, are increasingly being used.

Sheet Metal Workers

Also known as Fabricators

Description

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints (OES 891320).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Apprentice or Trainee positions. Journey-level status comes after several years of on-the-job experience. Promotions for Sheet Metal Workers may lead to supervisory positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$8.57/hr
New Hires/Exp'd:	\$7.75 to \$24.00/hr	Median: \$12.25/hr
Exp'd/After 3 Years:	\$13.00 to \$24.00/hr	Median: \$17.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and life insurance. Most also provide a retirement plan, paid sick leave, and vision insurance.

Getting the Training

Apprenticeship training takes about five years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Sheet Metal Workers in Sacramento and Yolo Counties are employed by the federal government (defense agencies) and by plumbing, heating, and air conditioning contractors. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from unions and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 580 to 710 Sheet Metal Workers currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Unpredictable due to the situation at McClellan AFB.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use hand tools; sheet metal working skills; ability to use cutting and welding machines; ability to read blueprints.

Physical Abilities: Ability to stand for prolonged periods; manual dexterity; good eye-hand coordination; ability to lift at least 50 lbs; possess agility and coordination.

Basic Skills: Possess mechanical aptitude; ability to read and follow instructions; ability to work independently; shop math skills; willingness to work with close supervision; oral communication skills.

Other Qualifications: Trained in safe work practices.

Nationwide Job Outlook

Employment of sheetmetal workers in construction is expected to increase faster than the average for all occupations through the year 2005. Demand for sheetmetal installation should increase as more industrial, commercial, and residential structures are built. Growing demand for more energy-efficient air-conditioning, heating, and ventilation systems in the growing stock of older buildings, as well as other types of renovation and maintenance work, also should boost employment. In addition, the greater use of decorative sheetmetal products and increased architectural restoration are expected to add to the demand for sheetmetal workers. Despite this growth in demand, most job openings will arise as experienced workers retire or leave the occupation for other reasons. Job prospects are expected to be excellent for skilled sheetmetal workers over the long run, although workers may experience periods of unemployment when construction projects end and when economic conditions reduce the amount of construction activity.

Social Workers

Also known as Case Workers, Case Managers, and Probation Officers

Description

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers (OES 273050).

Training, Experience and Other Requirements

Most recent hires have completed four to six years of college. Most employers require prior experience. Some Social Worker positions require workers to be licensed as Clinical Social Workers (LCSW). A few jobs are filled by promoting from trainee or intern positions. Promotions for Social Workers may lead to supervisory or administrative positions. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.00 to \$12.50/hr	Median: \$11.68/hr
New Hires/Exp'd:	\$11.00 to \$17.00/hr	Median: \$11.97/hr
Exp'd/After 3 Years:	\$12.00 to \$17.25/hr	Median: \$13.57/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in social work. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Social Workers in Sacramento and Yolo Counties are employed by social services agencies and community-based organizations. Most employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,455 to 1,775 Social Workers currently employed in Sacramento and Yolo Counties. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of family social work; ability to write effectively; knowledge of protective services for children; ability to interview others for information; record keeping skills; possession of a valid driver's license.

Basic Skills: Oral communication skills; ability to write legibly; ability to read and follow instructions.

Other Qualifications: Ability to handle crisis situations; understanding of a variety of cultures; possession of a clean police record; ability to work independently; leadership skills; ability to apply complex rules and regulations.

Nationwide Job Outlook

Employment of social workers in government and private social service agencies should grow about as fast as the average through 2005 in response to increasing needs for public welfare and family services. Although demand for the services that social workers provide is expected to increase rapidly, agencies will increasingly restructure services and hire more lower paid human services workers instead of social workers. Many job openings will also arise due to the need to replace social workers who leave the occupation. Social worker employment in home health care services is growing because a large and growing number of people have impairments or disabilities that make it difficult to live at home without some form of assistance. Opportunities for social workers in private practice will expand because of the anticipated availability of funding from health insurance and from public sector contracts. Employment of school social workers is also expected to grow.

Solid Waste Management Occupations

Summarized from a Roundtable Discussion

The Industry

The field of Solid (or Integrated) Waste Management can be grouped into three categories: Refuse, Recycling, and Transformation.

REFUSE is the collection, processing, transportation and disposal of garbage (residential, commercial and industrial).

RECYCLING is the process of diverting reusable refuse, including glass, aluminum, paper and plastic, from landfills to transformation sites.

TRANSFORMATION is the burning or processing of a recyclable material into a different or reusable form (or chemical structure).

Employment Information

The first two categories (refuse and recycling) provide as much as 95 percent of the total industry employment. Overall, about 60 percent of the employment is in the public sector; however, most of the growth is expected to be in the private sector.

The Occupations

Here are the common occupations within the refuse and recycling fields:

Title	Industry	Entry Level?
Collector/Helper	Refuse	yes
Driver (Class B)	Refuse	yes (need license)
Collector/Driver	Refuse	yes (or promoted)
Supervisor, Collection	Refuse	no (promoted)
Sorter	Processing/Recycling	yes
Helpers		
Gatekeeper	Processing/Recycling	yes
Scale Attendant	Processing/Recycling	yes
Attendant	Processing/Recycling	yes
Equipment Operators		
Loader Driver	Processing/Recycling	yes (or promoted)
Forklift Operator	Processing/Recycling	yes (or promoted)
Foreman/Supervisor	Processing/Recycling	no (promoted)
Helper/Laborer	Disposal	yes
Spotter	Disposal	yes
Scale Attendant	Disposal	yes

Title	Industry	Entry Level?
Equipment Operators		
Loader Operator	Disposal	no
Forklift Operator	Disposal	no
Water Truck Driver	Disposal	no
Heavy Equipment	Disposal	no
Inspector	Disposal	no
Foreman/Supervisor	Disposal	no (promoted)

Most entry level employment opportunities are for Driver/Collector or Helper/Laborer positions. In addition, this industry employs Engineers (i.e., Civil, Environmental, Mechanical, and Electrical), Financial Officers, Education and Public Relations Specialists, and upper level management (i.e., General Manager, Director of Operations, Vice President). The industry also employs clerical/administrative support staff. The State of California also employs regulatory staff.

Where to Find More Information

California Occupational Guides: see Garbage Collectors and Drivers

Occupational Outlook Handbook: see Handlers, Equipment Cleaners, Helpers and Laborers

Dictionary of Occupational Titles:

955.687-022	Garbage Collector
905.663-010	Garbage Collector Driver
909.137-014	Garbage-Collection Supervisor
005.061-030	Sanitary Engineer
955.463-010	Sanitary Landfill Operator
955.133-010	Sanitary Landfill Supervisor
168.267-110	Sanitation Inspector
955.685-010	Incinerator Operator I
955.362-014	Incinerator Operator II
955.667-010	Incinerator Plant Laborer
184.167-046	Incinerator-Plant-General Supervisor
955.131-010	Supervisor, Incinerator Plant
184.167-078	Manager, Solid-Waste-Disposal
188.167-098	Superintendent, Sanitation
919.683-022	Street-Sweeper Operator

NOTE: Some of the other occupations that are not unique to this industry can also be found in the California Occupational Guides and in the Occupational Outlook Handbook (e.g., Civil Engineer, Forklift Operator, etc.).

Special Education Teachers

Also known as Special Day Class Teachers and Resource Teachers

Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded (OES 313110).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the State of California Commission on Teacher Credentialing for information. Most recent hires have completed six years of college, including a teaching credential in special education. Most employers do not require prior experience. Six specialty areas exist within special education: learning handicapped; communicatively handicapped; physically handicapped; severely handicapped; visually handicapped; and gifted. With three or more years of experience, Special Education Teachers may become certified as Learning Resource Specialists. Almost all jobs are 30-40 hours per week. Some jobs are 20 hours per week.

Potential Earnings and Benefits

Salaries for Secondary School Teachers range from \$21,200 to \$27,100 per year for new hires without prior experience. After 3 years, the annual salary range is \$25,800 to \$38,700. Teachers who have gained additional education and experience may earn up to \$43,600.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, a retirement plan, vision insurance, and life insurance. Some provide a paid vacation. Some employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Special Education Teachers in Sacramento and Yolo Counties are employed by public school districts. Most employers recruit applicants through newspaper advertisements and/or hire referrals from schools and training programs.

Employment Information

Occupation Size: There are approximately 1,325 to 1,620 Special Education Teachers currently employed in Sacramento and Yolo Counties. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding applicants who meet their hiring standards. This indicates a very good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Skill at maintaining discipline; classroom management skills; ability to plan and organize training programs; knowledge of children with special needs; ability to use computers as a teaching tool; ability to handle crisis situations.

Physical Abilities: Ability to lift at least 10 lbs.

Basic Skills: Oral communication skills; ability to write effectively; ability to work independently; possess imagination and creativity; ability to write legibly; ability to perform basic mathematical computations; patience with children.

Other Qualifications: Multi-cultural familiarity; ability to motivate others.

Nationwide Job Outlook

Employment of special education teachers is expected to increase much faster than the average for all occupations through the year 2005 due to legislation emphasizing training and employment for individuals with disabilities; technological advances resulting in more survivors of accidents and illnesses; and growing public interest in individuals with special needs. Qualified persons should have little trouble finding a job, due to increased demand for these workers combined with relatively high turnover among special education teachers. Many special education teachers switch to general education teaching or change careers altogether, often because of job stress associated with teaching special education, particularly excessive paperwork, and inadequate administrative support.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Speech-Language Pathologists & Audiologists

Description

Speech-Language Pathologists and Audiologists examine and provide remedial services for persons with speech and hearing disorders and perform research related to speech and language problems (OES 323140).

Training, Experience and Other Requirements

Licensing is required for this occupation in order to work for or contract with health services centers/clinics or private schools; contact the State Speech Pathology and Audiology Examining Committee for information. Almost all recent hires have completed six years of college. Most employers require prior experience. Promotions for Speech-Language Pathologists and Audiologists may lead to supervisory or management positions. Most jobs are 35-40 hours per week. Some jobs are 20-25 hours per week. Many employers report that computer spreadsheet skills are important for job entry. Some employers also report that computer skills are becoming increasingly important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$12.50 to \$22.00/hr	Median: \$14.38/hr
New Hires/Exp'd:	\$16.75 to \$23.50/hr	Median: \$19.10/hr
Exp'd/After 3 Years:	\$17.75 to \$26.25/hr	Median: \$21.19/hr

Almost all employers provide medical insurance. Most also provide dental insurance, paid sick leave, a retirement plan, vision insurance, and life insurance. Many provide a paid vacation. Some employers provide medical insurance for part-time employees.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in speech pathology and audiology. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Almost all Speech-Language Pathologists & Audiologists in Sacramento and Yolo Counties are employed by public school districts, hospitals, and speech therapy services. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from schools and training programs. Many fill openings by hiring referrals from employees.

Employment Information

Occupation Size: There are approximately 235 to 290 Speech-Language Pathologists and Audiologists currently employed in Sacramento and Yolo Counties. About 89 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Other Qualifications: Problem solving skills; organizational and time management skills; attention to detail; record keeping skills; ability to handle crisis situations; ability to work under pressure; trained in CPR and first aid techniques.

Nationwide Job Outlook

Employment of speech-language pathologists and audiologists is expected to increase much faster than the average for all occupations through the year 2005. Some job openings also will arise from the need to replace workers who leave the occupation. Employment in the health services industry will increase as a result of several factors. Because hearing loss is strongly associated with older age, rapid growth in the population age 75 and over will cause the number of hearing-impaired persons to increase markedly. In addition, baby boomers are now entering middle age, when the possibility of neurological disorders and their associated speech, language, and hearing impairments increases. Medical advances are also improving the survival rate of premature infants and trauma victims, who then need treatment. The number of speech-language pathologists and audiologists in private practice, though small, is likely to rise sharply by the year 2005 driven by the increasing use of contract services by hospitals, schools, and nursing homes. Employment in schools will increase as elementary and secondary school enrollments grow.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Statistical Financial Analysts

Description

Statistical Financial Analysts conduct statistical analyses of information affecting investment programs of public or private institutions and private individuals (OES 253150).

Training, Experience and Other Requirements

Almost all recent hires have completed four years of college. Most employers require one to two years of prior experience. A few jobs are filled through in-house promotion or transfer. Promotions for Financial Analysts may lead to management positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important for job entry. Most employers report that computer word processing and spreadsheet skills are also important.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.50 to \$15.00/hr	Median: \$13.23/hr
New Hires/Exp'd:	\$7.50 to \$22.00/hr	Median: \$18.41/hr
Exp'd/After 3 Years:	\$16.00 to \$34.50/hr	Median: \$25.45/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance, a retirement plan, and vision insurance. Some provide child care.

Getting the Training

Many colleges and universities offer undergraduate programs in business administration, economics, finance, and mathematics/statistics. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Financial Analysts in Sacramento and Yolo Counties are employed by securities and investment firms, and by commercial banks. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings through in-house promotion or transfer. Some openings are filled by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 140 to 170 Financial Analysts currently employed in Sacramento and Yolo Counties. About 55 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; English grammar and spelling skills; writing skills; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; problem solving skills; record keeping skills; ability to handle crisis situations; supervisory skills.

Nationwide Job Outlook

Although employment of statisticians is expected to grow more slowly than the average for all occupations through the year 2005, job opportunities should remain favorable. Many statistics majors, particularly at the bachelor's degree level, but also at the master's degree level, may find positions in which they do not have the title of statistician. This is especially true for those involved in analyzing and interpreting data from other disciplines such as economics, biological science, psychology, or engineering. Among graduates with a bachelor's degree in statistics, those with a strong background in mathematics, engineering, or physical or computer science should have the best prospects of finding jobs related to their field of study in private industry or government.

Stock Clerks (Warehouse Workers)

Also known as Material Handlers

Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking (OES 580230).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions for Stock Clerks may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 25-30 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$5.50 to \$9.00/hr	Median: \$6.09/hr
New Hires/Exp'd:	\$6.25 to \$11.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$7.50 to \$13.00/hr	Median: \$10.20/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, and life insurance. Most also provide paid sick leave and a retirement plan. Many provide vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Stock Clerks in Sacramento and Yolo Counties are employed by warehouses/distribution centers, government agencies, and grocery stores. Most employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 2,915 to 3,565 Stock Clerks currently employed in Sacramento and Yolo Counties. About 36 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 65-80 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Ability to stock shelves; understanding of inventory techniques; labeling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; interpersonal skills; organizational skills.

Nationwide Job Outlook

Job prospects for stock clerks should be favorable even though employment is expected to grow more slowly than the average for all occupations through the year 2005. This occupation is very large, and many job openings will occur each year to replace stock clerks who transfer to other jobs or leave the labor force. Many jobs are entry level, and therefore many vacancies are created by normal career progression. Growing use of computers for inventory control and new automated equipment are expected to slow growth in demand for stock clerks. This is especially true in manufacturing and in wholesale trade. In addition, firms in these industries are expected to rely more and more on sophisticated conveyor belts, automatic high stackers to store and retrieve goods, and automatic guided vehicles, which are battery powered and driverless. Employment of stock clerks who work in grocery, general merchandise, department, apparel, and accessories stores is expected to be somewhat less affected by automation since much of their work is done manually on the sales floor.

Surgical Technicians

Also known as Operating Room Techs

Description

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as surgical technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing, and suctioning blood during surgery (OES 329280).

Training, Experience and Other Requirements

Almost all recent hires have completed high school plus vocational education. Most employers do not require prior experience, although certification as an Operating Room Technician is generally required. With additional education, promotions for Surgical Technicians may lead to other healthcare services occupations. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week. Willingness to work nights, weekends, and holidays may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.00 to \$11.50/hr	Median: \$11.07/hr
New Hires/Exp'd:	\$10.75 to \$12.00/hr	Median: \$11.87/hr
Exp'd/After 3 Years:	\$11.25 to \$13.25/hr	Median: \$12.74/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance and life insurance.

Getting the Training

Certificate programs take about 13 months to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Surgical Technicians in Sacramento and Yolo Counties are employed by hospitals. Employers use the following methods to recruit applicants: newspaper advertisements, in-house promotion, referrals from employees.

Employment Information

Occupation Size: There are approximately 240 to 290 Surgical Technicians currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Knowledge of anatomy; instrument sterilization skills; infection control skills; understanding of asepsis; ability to follow emergency procedures; knowledge of medical terminology; ability to assist with the application of dressings.

Physical Abilities: Manual dexterity; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Willingness to work with close supervision; ability to work as part of a team; ability to work independently; ability to relate to patients.

Nationwide Job Outlook

Employment of surgical technologists is expected to grow much faster than the average for all occupations through the year 2005, as the volume of surgery increases and operating room staffing patterns change. The number of surgical procedures is expected to rise as the population grows and ages. Older people require more surgical procedures. Technological advances, such as fiber optics and laser technology, will also permit new surgical procedures. Some employers may seek to substitute surgical technologists for operating room nurses to reduce costs. However, because some facilities and States limit the work that surgical technologists can do, widespread displacement of operating room nurses is not likely to occur. Hospitals will continue to be the primary employer of surgical technologists. Nonetheless, the shift to outpatient or ambulatory surgery will create faster growth for technologists in offices and clinics of physicians, including "surgicenters."

Systems Analysts (Computer)

Description

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists (OES 251020).

Training, Experience and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. A few jobs are filled by promoting or transferring from Programmer positions. Promotions for Computer Systems Analysts may lead to supervisory or management positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$12.50 to \$22.00/hr	Median: \$15.38/hr
Exp'd/After 3 Years:	\$16.75 to \$27.25/hr	Median: \$20.31/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan and life insurance. Many provide vision insurance.

Getting the Training

Certificate programs range in length from one to two years. In addition, many colleges and universities offer undergraduate programs in computer science. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Systems Analysts in Sacramento and Yolo Counties are employed by a wide variety of industries, including government agencies and large corporations. Some systems analysts are self employed. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 3,085 to 3,775 Computer Systems Analysts currently employed in Sacramento and Yolo Counties. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 180-220 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to write effectively; knowledge of microcomputer hardware and operating systems; ability to use data base software; ability to set-up and maintain multi-user systems; knowledge of mainframe hardware and operating systems; ability to use business applications software; understanding of local area networks (LAN); ability to plan and organize the work of others; ability to use COBOL; ability to use C programming language; understanding of wide area networks; knowledge of UNIX; ability to prepare flow charts.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; customer service skills.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances. The complexity associated with designing new applications is growing and the need to design computer systems and networks that will facilitate the sharing of information will be a major factor in the rising demand for systems analysts.

Tellers

Also known as Customer Service Representatives

Description

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions (OES 531020).

Training, Experience and Other Requirements

Most recent hires have completed high school. A few have completed some college or vocational training. Most employers require prior experience. Promotions for Tellers may lead to of a wide variety of positions, including Bookkeeper, Branch Specialist, Financial Services Officer, and Banking Services Representative. Almost all jobs are part-time or on-call, 15-30 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.25 to \$8.00/hr	Median: \$6.64/hr
New Hires/Exp'd:	\$6.75 to \$10.00/hr	Median: \$7.27/hr
Exp'd/After 3 Years:	\$7.25 to \$12.00/hr	Median: \$8.14/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan, dental insurance, life insurance, and vision insurance.

Getting the Training

Certificate programs take about four to five months to complete, although on-the-job training may also be available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Tellers in Sacramento and Yolo Counties are employed by banks, savings and loan institutions, and credit unions. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 2,485 to 3,035 Tellers currently employed in Sacramento and Yolo Counties. About 81 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 115-145 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Cash handling skills; bondable.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Basic math skills; ability to read and follow instructions; oral communication skills.

Other Qualifications: Ability to perform routine and repetitive work; willingness to work with close supervision; customer service skills.

Nationwide Job Outlook

Employment is expected to decline through the year 2005. However, job prospects still should be good. Because the occupation is large and the turnover rate is high due to the little formal education requirements and the relatively low pay, job opportunities that arise from the need to replace tellers who transfer to other occupations or stop working should be plentiful. The projected decline in employment of bank tellers stems from overexpansion and competition from large nonbank corporations that offer bank-like services, including investments and lending, that have resulted in closings, mergers, and consolidations in the banking industry in recent years. Further, teller employment will be adversely affected by various technologies to the degree that they are adopted by banks in the future.

Traffic, Shipping & Receiving Clerks

Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Training, Experience and Other Requirements

Most recent hires have completed high school. Some have completed one or two years of college or vocational training. Most employers require prior experience. A few positions are filled by promoting from positions such as Material Handler, Warehouse Worker, or Laborer. Promotions for Traffic, Shipping and Receiving Clerks may lead to Counter Sales or supervisory positions. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$7.43/hr
New Hires/Exp'd:	\$7.00 to \$12.00/hr	Median: \$9.02/hr
Exp'd/After 3 Years:	\$8.75 to \$15.00/hr	Median: \$11.10/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Most also provide vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Traffic, Shipping, and Receiving Clerks in Sacramento and Yolo Counties are employed by trucking and warehousing firms, manufacturers, wholesalers, and the U.S. Postal Service. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 3,370 to 4,120 Traffic, Shipping and Receiving Clerks currently employed in Sacramento and Yolo Counties. About 27 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 115-140 projected job openings per year due to a net increase in occupation size.

Projected Separations: 40-50 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Understanding of inventory techniques; ability to operate a forklift.

Physical Abilities: Ability to lift at least 60 lbs repeatedly; ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; ability to interact well with others; ability to work under pressure.

Nationwide Job Outlook

Employment of traffic, shipping, and receiving clerks is expected to increase about as fast as the average for all occupations through the year 2005. Employment growth will continue to be affected by automation, as all but the smallest firms move to hold down labor costs by using computers to store and retrieve shipping and receiving records. Methods of materials handling have changed significantly in recent years. Large warehouses are increasingly automated, using equipment such as computerized conveyor systems, computer-directed trucks, and automatic storage systems. Automation, including hand-held scanners and personal computers, has increased the productivity of these workers. Despite automation, job openings will arise due to increasing economic activity and because certain functions cannot be automated. However, most job openings will occur because of the need to replace workers who leave the occupation.

Travel Agents

Also known as Travel Counselors and Travel Consultants

Description

Travel Agents plan entire trips for travel agency customers. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, geographical area, airplane charters, or packaged tours (OES 430210).

Training, Experience and Other Requirements

Most recent hires have completed high school plus some college or vocational training. Most employers require one to two years of prior experience. Promotions for Travel Consultants may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week. Many employers report that computer skills, including airline reservation systems skills, are becoming increasingly important. Some employers also report a short supply of applicants with adequate communication skills.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.41/hr
New Hires/Exp'd:	\$5.50 to \$10.50/hr	Median: \$8.72/hr
Exp'd/After 3 Years:	\$7.00 to \$11.75/hr	Median: \$9.88/hr

Travel Consultants may also receive sales commissions and travel discounts.

Almost all employers provide a paid vacation. Most also provide medical insurance and paid sick leave. Many provide dental insurance. Some provide life insurance, a retirement plan, and vision insurance. Few employers provide medical insurance for part-time employees.

Getting the Training

Certificate programs range in length from three to five months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Travel Consultants in Sacramento and Yolo Counties are employed by travel agencies. Almost all employers recruit applicants through newspaper advertisements. Some openings are filled by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: There are approximately 390 to 480 Travel Consultants currently employed in Sacramento and Yolo Counties. About 61 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; ability to perform basic mathematical calculations; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; record keeping skills; ability to handle crisis situations; problem solving skills.

Nationwide Job Outlook

Employment of travel agents is expected to grow much faster than the average for all occupations through the year 2005. Many job openings will arise as new agencies open and existing agencies expand, but most will occur as experienced agents transfer to other occupations or leave the labor force. Spending on travel is expected to increase significantly through the year 2005. As business activity expands, so will business-related travel. Employment of managerial, professional specialty, and sales representative occupations—those who do most business travel—is projected to grow rapidly. Also, with rising incomes, more people are expected to travel on their vacations more frequently than in the past. In fact, many people take more than one vacation a year. The travel industry generally is sensitive to economic downturns and political crises, when travel plans are likely to be deferred. Therefore, the number of job opportunities fluctuates.

Upholsterers

Description

Upholsterers make, repair, and replace upholstery for household furniture or transportation vehicles using knowledge of fabrics and methods of upholstery. Includes workers in both manufacturing and non-manufacturing industries. Does not include workers who perform a specialized operation, such as cushion making or related occupations including Sewing Machine Operators, Assemblers, and Hand Cutters and Trimmers (OES 895080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from apprentice or trainee positions. In larger shops, promotions for Upholsterers may lead to supervisory positions. In smaller shops, promotion often takes the form of self-employment or partnership. Most jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	insufficient data	
New Hires/Exp'd:	\$6.00 to \$11.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$7.50 to \$13.00/hr	Median: \$12.00/hr

Almost all employers provide a paid vacation.

Getting the Training

Certificate programs range in length from two to three months and does not necessarily eliminate the need for on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Upholsterers in Sacramento and Yolo Counties are employed by upholstery shops. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 105 to 130 Upholsterers currently employed in Sacramento and Yolo Counties. About 9 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have considerable difficulty finding qualified applicants with prior experience. This indicates a very good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to use and read a tape measure; ability to use hand tools; ability to operate sewing machines; ability to sew by hand; ability to operate fabric cutting machines; ability to operate cloth spreading machines.

Physical Abilities: Manual dexterity; finger dexterity; possession of good color perception; ability to stand continuously for 2 or more hours; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Basic math skills; ability to read and follow instructions; ability to write legibly; oral communication skills.

Other Qualifications: Provide own hand tools; ability to work independently; willingness to work with close supervision; public contact skills.

Nationwide Job Outlook

Employment of upholsterers is expected to grow more slowly than the average for all occupations through the year 2005. Most of the growth will be in furniture manufacturing. Employment in reupholstery shops will decline because, increasingly, consumers prefer to replace worn furniture rather than reupholster it. Each upholstery job is unique and therefore upholstery work does not lend itself to automation; consequently, technology is not expected to affect employment of upholsterers. Most job openings will arise because of the need to replace experienced workers who transfer to other occupations or leave the labor force. Opportunities for experienced upholsterers should be good. The number of upholsterers with experience is limited because few young people want to enter the occupation and because few shops are willing to train people.

Vocational and Educational Counselors

Also known as Career Counselors and Vocational Rehabilitation Counselors

Description

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services (OES 315140).

Training, Experience and Other Requirements

Having the appropriate counseling credentials, which vary by the type of employer, is essential. Most recent hires have completed four to six years of college. Most employers require prior experience. A few jobs are filled by promoting from trainee or other positions. For Vocational Counselors, some begin as Job Developers. For School Guidance Counselors, some begin their careers as Teachers. Promotions for Vocational and Educational Counselors may lead to supervisory or management positions. Almost all jobs are 35-40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$10.00 to \$15.50/hr	Median: \$13.89/hr
New Hires/Exp'd:	\$10.50 to \$20.00/hr	Median: \$15.39/hr
Exp'd/After 3 Years:	\$11.50 to \$21.00/hr	Median: \$15.45/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, and a retirement plan. Most also provide vision insurance.

Getting the Training

Many colleges and universities offer graduate and undergraduate programs in counseling. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Vocational and Educational Counselors in Sacramento and Yolo Counties are employed by school districts, colleges, job training and employment agencies. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from schools and/or employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 1,220 to 1,490 Vocational and Educational Counselors currently employed in Sacramento and Yolo Counties. About 62 percent in the United States are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Record keeping skills; ability to interview others for information; ability to write effectively; ability to apply vocational skills assessment tools and techniques.

Basic Skills: Oral communication skills; ability to read and follow instructions.

Other Qualifications: Ability to work independently.

Nationwide Job Outlook

Overall employment of counselors is expected to grow faster than the average for all occupations through the year 2005. In addition, replacement needs should increase significantly by the end of the decade as a large number of counselors reach retirement age. Employment of school counselors is expected to grow because of increasing enrollments and the expanded responsibilities of counselors. Counselors increasingly are becoming involved in crisis and preventive counseling, helping students deal with issues ranging from drug and alcohol abuse to death and suicide. Despite the increasing use of counselors, however, employment growth may be dampened by budgetary constraints-some counselors serve more than one school. The number of employment counselors who work primarily for State and local governments could be limited by budgetary constraints. Employment counselors working in private job training services, however, should grow rapidly as counselors provide skill training and other services to a growing number of individuals in need.

Vocational Education Teachers & Instructors

Description

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than a baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education (OES 313140).

Training, Experience and Other Requirements

License requirements vary, depending on the type of school. Almost all recent hires have completed four years of college. Most employers require prior teaching experience. Promotions for Vocational Education Teachers and Instructors may lead to administrator positions. Most jobs are 15-20 hours per week. Many jobs are 40 hours per week. Willingness to work part-time and evenings may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$7.25 to \$16.75/hr	Median: \$12.57/hr
New Hires/Exp'd:	\$8.25 to \$18.50/hr	Median: \$13.46/hr
Exp'd/After 3 Years:	\$10.50 to \$23.00/hr	Median: \$16.86/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave and dental insurance. Most also provide a paid vacation and a retirement plan. Many provide vision insurance.

Getting the Training

Many colleges and universities offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of colleges/universities who may offer related programs.

Getting the Job

Most Vocational Education Teachers & Instructors in Sacramento and Yolo Counties are employed by public secondary schools and ROP programs, community colleges, and private vocational/technical schools. Almost all employers hire applicants through newspaper advertisements.

Employment Information

Occupation Size: There are approximately 2,145 to 2,625 Vocational Education Teachers and Instructors currently employed in Sacramento and Yolo Counties. About 60 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to give oral instructions; knowledge of OSHA safety standards; ability to write effectively; ability to apply vocational skills assessments; ability to assess and analyze local business conditions.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to write legibly.

Other Qualifications: Understanding of a variety of cultures; ability to work independently; tactfulness; ability to maintain classroom discipline; ability to work under pressure.

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Employment growth will result from the need to train young adults for entry level jobs, and experienced workers who want to switch fields or whose jobs have been eliminated due to changing technology or business reorganization. In addition, increased cooperation between businesses and educational institutions to insure that students are taught the skills employers desire should result in greater demand for adult education teachers. Since many programs receive State and Federal funding, employment growth may be affected by government budgets. Many job openings will stem from the need to replace persons who leave the occupation. Many teach part time. Job opportunities are expected to be best in such fields as computer technology, automotive mechanics, and medical technology where higher paying jobs exist outside of teaching.

Waiters & Waitresses

Description

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Does not include workers who only work at counters (OES 650080).

Training, Experience and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as Host/Hostess, Cashier, Bus Person, and Dishwasher. Promotions for Waiters and Waitresses usually takes the form of better jobs and higher earnings (including tips). A few promotions may lead to supervisory or management positions. Most jobs are 20-25 hours per week. Many are 30-40 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$4.25 to \$4.25/hr	Median: \$4.25/hr
New Hires/Exp'd:	\$4.25 to \$4.75/hr	Median: \$4.25/hr
Exp'd/After 3 Years:	\$4.25 to \$6.00/hr	Median: \$4.25/hr

Many employers provide medical insurance and other benefits, including a paid vacation and dental insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Waiters and Waitresses in Sacramento and Yolo Counties are employed by eating and drinking establishments. Most employers fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 8,560 to 10,460 Waiters and Waitresses currently employed in Sacramento and Yolo Counties. About 70 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 245-300 projected job openings per year due to a net increase in occupation size.

Projected Separations: 415-510 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Customer service skills; public contact skills; cash handling skills.

Physical Abilities: Ability to stand for prolonged periods; ability to lift at least 10 lbs.

Basic Skills: Ability to interact well with others; ability to work under pressure; ability to follow oral instructions; oral communication skills; ability to read and follow instructions; ability to work independently; ability to perform basic mathematical computations; ability to write legibly.

Other Qualifications: Meet employer grooming standards.

Nationwide Job Outlook

Job openings are expected to be abundant through the year 2005. Most openings will arise from the need to replace the high proportion of workers who leave this very large occupation each year. There is substantial movement into and out of the occupation because the limited formal education and training requirements for these jobs allow easy entry, and the predominance of part-time jobs is attractive to persons seeking a short-term source of income rather than a career. Many of these workers simply move to other occupations; others stop working to assume household responsibilities or to attend school. As the composition of the Nation's population becomes older, diners are expected to patronize full-service restaurants increasingly, spurring growth in demand for waiters and waitresses. Because potential earnings are greatest in popular restaurants and fine dining establishments, keen competition is expected for the limited number of jobs in these restaurants.

Water Treatment Plant Operators

Also known as Treatment Plant Operators and Plant Operators

Description

Water and Liquid Waste Treatment Plant and System Operators operate and/or control an entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste (OES 950020).

Training, Experience and Other Requirements

Licensing is required for this occupation; contact the Water Resources Control Board or the Department of Health Services, Office of Drinking Water, for information. Most recent hires have completed two years of college. Some have completed high school only. Most employers require prior experience. Promotions for Treatment Plant Operators may lead to Operator I, Operator II, etc. Promotions may also lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work on-call may be important for job entry.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$11.25 to \$13.25/hr	Median: \$13.02/hr
New Hires/Exp'd:	\$12.25 to \$13.50/hr	Median: \$13.03/hr
Exp'd/After 3 Years:	\$13.00 to \$15.00/hr	Median: \$14.37/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance and vision insurance.

Getting the Training

Degree programs in biology and chemistry range in length from two to four years, although some employers provide on-the-job training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Almost all Treatment Plant Operators in Sacramento and Yolo Counties are employed by local government agencies. Almost all employers recruit applicants through newspaper advertisements.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 495 to 605 Treatment Plant Operators currently employed in Sacramento and Yolo Counties. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Very Important Qualifications for Job Entry

Technical Skills: Ability to follow wastewater treatment procedures; ability to read monitoring equipment; ability to follow safe equipment operating practices; ability to operate precision measuring instruments; ability to maintain equipment; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; ability to write legibly; oral communication skills.

Other Qualifications: Ability to work independently; ability to assess emergency situations and set priorities quickly; willingness to work with close supervision.

Nationwide Job Outlook

Employment of water and wastewater treatment plant operators is expected to grow about as fast as the average for all occupations through the year 2005. The increasing population and growth of the economy are expected to increase demand for water and wastewater treatment services. As new plants are constructed to meet this demand, employment of water and wastewater treatment plant operators should increase. In addition, some job openings will occur as experienced operators transfer to other occupations or leave the labor force. Although local government is the largest employer of water and wastewater treatment plant operators, increased reliance on private firms operating water and wastewater treatment facilities should shift some employment demand to these companies. Increased pre-treatment activity by manufacturing firms should also create new job opportunities.

Welders

Description

Welders use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints (OES 939140).

Training, Experience and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from apprentice or helper positions. Promotions for Welders may lead to supervisory positions, or may take the form of self-employment. Almost all jobs are 40 hours per week.

Potential Earnings and Benefits

New Hires/Inexp'd:	\$6.50 to \$9.25/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$15.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$11.00 to \$16.50/hr	Median: \$13.18/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide a retirement plan and dental insurance.

Getting the Training

Certificate programs range in length from five months to two years and does not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Most Welders in Sacramento and Yolo Counties are employed by welding repair shops, and manufacturers of fabricated metal products. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms:

Almost All (75-100%) Most (50-74%) Many (35-49%) Some (10-34%) Few (<10%)

Employment Information

Occupation Size: There are approximately 545 to 665 Welders currently employed in Sacramento and Yolo Counties. About 4 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply/Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for job seekers.

Very Important Qualifications for Job Entry

Technical Skills: Arc welding skills; ability to pass a work performance test; ability to use precision tools.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to work in awkward positions; ability to sit continuously for 2 or more hours; ability to lift at least 50 lbs repeatedly; ability to use ladders and scaffolds.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Willingness to work with close supervision; possession of mechanical aptitude; ability to work independently.

Nationwide Job Outlook

Employment of welders, cutters, and welding machine operators is expected to increase more slowly than the average for all occupations through the year 2005. Many job openings will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. In certain industries—construction, wholesale trade, and repair services, for example—employment of welders and cutters will grow more rapidly. The level of construction is expected to expand, as is the number of metal products needing repair, increasing the need for welding and cutting. This work is generally less routine and more difficult to automate than other welding jobs. Greater use of welding automation in manufacturing where simple repetitive welds are done could cause manual welders to be replaced by welding machine operators. Despite the welding jobs eliminated by automated welding systems, manual welders, especially those with a wide variety of skills, will still be needed for the maintenance, repair, and other work in manufacturing that cannot be automated.

Training Directory

Folsom-Cordova Adult Education

10850 Gadsten Way, Rancho Cordova, CA 95670

Phone: 916-635-6810 Fax: 916-635-0905

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Accounting/Computerized Accounting

Occupational Objective:	<i>Account Clerk, Bookkeeper</i>
Approximate Cost to Complete:	\$10 + \$30/Lab Fee
Average Time to Complete:	10 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	10850 Gadsten Way

Computer Operator Data Processing

Occupational Objective:	<i>Clerk Typist, Office Assistant, File Clerk, Receptionist</i>
Approximate Cost to Complete:	\$10 + \$30/Lab Fee
Average Time to Complete:	5 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	10850 Gadsten Way 715 Riley Street (Folsom)

Computer Operator Intro

Occupational Objective:	<i>Basic Clerical</i>
Approximate Cost to Complete:	\$10 + \$30/Lab Fee
Average Time to Complete:	6 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	10850 Gadsten Way

Computer Operator/Business Applications

Occupational Objective:	<i>Clerical</i>
Approximate Cost to Complete:	\$10 + \$30/Lab Fee
Average Time to Complete:	4 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	10850 Gadsten Way

Grant Adult & Community Education

577 Las Palmas, Sacramento, CA 95815

Phone: 916-263-6532 Fax: 916-263-6460

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:

Accounting Clerk

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$20 + books
Average Time to Complete:	24 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	Campos Verdes Center/Grant District Skills Center

Building Maintenance

Occupational Objective:	<i>Building Maintenance</i>
Approximate Cost to Complete:	no charge
Average Time to Complete:	18 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	Grant District Skills Center

Grant Adult & Community Education-continued

Certified Nursing Assistant

Occupational Objective: *Certified Nursing Assistant*
 Approximate Cost to Complete: \$200
 Average Time to Complete: 9 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Data Entry/Data Processing

Occupational Objective: *Data Entry Clerk, Data Processing Clerk*
 Approximate Cost to Complete: \$20
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Grant District Skills Center

Gen. Office Clerk/Receptionist

Occupational Objective: *General Office Clerk, Receptionist*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Legal Office Assistant

Occupational Objective: *Legal Office Assistant*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Licensed Vocational Nurse

Occupational Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$3,350
 Average Time to Complete: 23 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Medical Assistant

Occupational Objective: *Medical Assistant*
 Approximate Cost to Complete: \$1,250
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Microcomputer Applications

Occupational Objective: *Computer Operator*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center

Word Processing Operator

Occupational Objective: *Word Processing Operator*
 Approximate Cost to Complete: \$20 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Campos Verdes Center
 Grant District Skills Center

Orange Grove Adult Education

4640 Orange Grove, Sacramento, CA 95841

Phone: 916-971-7399 Fax: 916-482-3540

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Orange Grove Adult School for the Dev. Disabled

Occupational Objective: Food Service, Custodial, Gardening, Electronics

Approximate Cost to Complete: N/A

Average Time to Complete: N/A

Open Entry-Open Exit? yes

Program Entry Requirements: developmentally disabled adults

Received Upon Completion: certificate

Training Site Location: 4640 Orange Grove Ave.

Sacramento City USD Skills & Business Education Center

2751 Stockton Blvd., Sacramento, CA 95817

Phone: 916-277-6632 Fax: 916-277-6374

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:

Auto Body Repairer

Occupational Objective: *Body/Fender Repair, Detail Finisher, Painter*

Approximate Cost to Complete: \$140

Average Time to Complete: 900 hours

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Automobile Mechanic

Occupational Objective: *Tune-up Spec., Smog Tech, Brake/Front End Specialist*

Approximate Cost to Complete: \$275

Average Time to Complete: 1080 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and license

Training Site Location: 2751 Stockton Blvd.

Business Occupations

Occupational Objective: *Clerk Typist, Word Processor, Account Clerk, Secretary*

Approximate Cost to Complete: \$370

Average Time to Complete: 900 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Sacramento City USD Skills & Business Education Center-continued

Court Reporter

Occupational Objective: *Court Reporter, Deposition Reporter, Legal Secretary*
 Approximate Cost to Complete: \$150 per year
 Average Time to Complete: 2-3 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate and license
 Training Site Location: 2751 Stockton Blvd.

Custodial Training

Occupational Objective: *Custodian, Building Maintenance Worker, Janitor*
 Approximate Cost to Complete: \$52
 Average Time to Complete: 18 weeks (45 hrs)
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math & reading skills
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Diesel Mechanic

Occupational Objective: *Basic Diesel Repair Mechanic*
 Approximate Cost to Complete: \$40
 Average Time to Complete: 120 hrs
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math & reading skills
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Heating/Air Conditioning Installer & Servicer

Occupational Objective: *Service Technician, Installer, Sales*
 Approximate Cost to Complete: \$280
 Average Time to Complete: 1080 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Landscape/Gardener

Occupational Objective: *Landscape Const./Maint. Workers, Nursery Workers*
 Approximate Cost to Complete: \$190
 Average Time to Complete: 780 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate and license
 Training Site Location: 2751 Stockton Blvd.

Medical Assistant/Admin. Careers

Occupational Objective: *Front Office Medical Assistant, Medical Records Clerk*
 Approximate Cost to Complete: \$325
 Average Time to Complete: 780 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Printer/Desktop Publisher

Occupational Objective: *Press/Bindery Operator, Desk Top Publisher*
 Approximate Cost to Complete: \$305
 Average Time to Complete: 1170 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Small Gasoline Engine Repair

Occupational Objective: *Boat & Lawn Mower Engine Repairer*
 Approximate Cost to Complete: \$40
 Average Time to Complete: 120 hrs
 Open Entry-Open Exit? no
 Program Entry Requirements: basic math & reading skills
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

Sacramento City USD Skills & Business Education Center-continued

Teacher Aide

Occupational Objective: *Instructional Aide, Teacher Aide*
 Approximate Cost to Complete: \$52
 Average Time to Complete: 18 weeks (100 hrs)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 2751 Stockton Blvd.

San Juan Adult Education

900 Morse Ave., Sacramento, CA 95864
 Phone: 916-971-7419 Fax: 916-482-8857

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Account Clerk/Bookkeeper

Occupational Objective: *Account Clerk, Bookkeeper*
 Approximate Cost to Complete: \$205
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Computer Fundamentals

Occupational Objective: *Computer Operator*
 Approximate Cost to Complete: \$60 + books & supplies
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: N/A
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center & Bella Vista High School

Computer Operator/Software Applications

Occupational Objective: *Word Processor*
 Approximate Cost to Complete: \$65 + books + supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Computerized Accounting, Lotus 1-2-3

Occupational Objective: *Accounts Payable Clerk*
 Approximate Cost to Complete: \$60
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Bella Vista Evening Adult School

General Office Certificate Program

Occupational Objective: *General Clerk, Clerk Typist*
 Approximate Cost to Complete: \$120 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

San Juan Adult Education-continued

Hospital Unit Clerk

Occupational Objective: *Medical/Clerical Occupations*
 Approximate Cost to Complete: \$100 + books & supplies
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults; medical terminology
 w/diploma or GED
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Medical Assisting Skills

Occupational Objective: *Medical Assistant*
 Approximate Cost to Complete: \$150 + books & \$20 lab fee
 Average Time to Complete: 18 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Medical Insurance Billing

Occupational Objective: *Insurance Biller*
 Approximate Cost to Complete: \$40 + books & supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Medical Office Practice

Occupational Objective: *Medical Office Clerk*
 Approximate Cost to Complete: \$66 + books & supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Medical Secretary Certificate

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$311 + books
 Average Time to Complete: 24 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Medical Transcription, Beginning & Advanced

Occupational Objective: *Medical Transcriptionist*
 Approximate Cost to Complete: level 1/\$42/supplies, level 2/\$66/supplies
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults; med. terminology/45 wpm typing
 Received Upon Completion: certificate
 Training Site Location: Winterstein Adult Center

Upholsterer

Occupational Objective: *Furniture Upholsterer*
 Approximate Cost to Complete: \$35 + \$10 lab fee + supplies
 Average Time to Complete: 10 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: N/A
 Training Site Location: San Juan High School

Boilermaker J.A.C.

2191 Piedmont Way, Pittsburg, CA 94565
Phone: 510-427-4121 Fax: 510-427-5980

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Boilermaker Apprentice Program

Occupational Objective:	<i>Boilermaker</i>
Approximate Cost to Complete:	\$1450
Average Time to Complete:	4 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	2191 Piedmont Way

Carpenters 46 Northern California Counties JATC

4421 Pell Drive, Sacramento, CA 95838
Phone: 916-925-7797 Fax: 916-925-1114

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Acoustical Apprenticeship

Occupational Objective:	<i>Acoustical Carpenter</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	3 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	4421 Pell Dr.

Carpenter Apprenticeship

Occupational Objective:	<i>Carpenter</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	4 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	4421 Pell Dr.

Insulation Apprenticeship

Occupational Objective:	<i>Insulator</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	3 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	4421 Pell Dr.

Carpenters Apprenticeship Training Center

2350 Santa Rita Rd., Pleasanton, CA 94566

Phone: 510-462-9640 Fax: 510-462-8307

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Acoustical Installer

Occupational Objective:	<i>Acoustical Ceiling Installer</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	3 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Carpenter

Occupational Objective:	<i>Residential and Commercial Carpenter</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	4 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Hardwood Floor Layer

Occupational Objective:	<i>Hardwood Floor Layer and Refinisher</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	3 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Insulation Applicator

Occupational Objective:	<i>Insulation Applicator</i>
Approximate Cost to Complete:	union dues, tools, and books
Average Time to Complete:	3 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Millwright

Occupational Objective:	<i>Machinery Installer</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	4 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Pile Driver

Occupational Objective:	<i>Bridge and Wharf Builders</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	4 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Scaffold Erector

Occupational Objective:	<i>Scaffold Erector</i>
Approximate Cost to Complete:	union dues and tools
Average Time to Complete:	2 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	17 years or older
Received Upon Completion:	certificate
Training Site Location:	2350 Santa Rita Road

Carpenters Apprenticeship Training Center-continued

ShinglerOccupational Objective: *Sidewall and Roof Shingler*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 2 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 2350 Santa Rita Road

Carpet, Linoleum, Tile, Local #1237

2840 El Centro Rd., Room 105, Sacramento, CA 95833

Phone: 916-277-6643 Fax: 916-929-2140

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:**Floor Covering JATC**Occupational Objective: *Floor Covering Installer*

Approximate Cost to Complete: union dues

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Stockton Blvd. & Broadway

Cement Masons, Local #582

4044 North Freeway Blvd., Suite 120, Sacramento, CA 95834

Phone: 916-565-0128 Fax: 916-565-0133

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Cement Masons Apprenticeship**Occupational Objective: *Cement Mason*

Approximate Cost to Complete: union dues & initiation fee

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Grant Skills Center

Drywall/Lathing JATC

23217 Kidder Street, Hayward, CA 94545

Phone: 510-785-5885 Fax: 510-785-4434

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Drywall/ Lathing

Occupational Objective: *Drywall/Lathing*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: 4421 Pell Dr.

Field Ironworkers Apprentice Training Program

2840 El Centro Rd., Sacramento, CA 95833

Phone: 916-927-9073 Fax: 916-927-9075

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Field Ironworkers Apprentice Training Program-continued

Programs Offered:

Field Ironworkers Apprentice Training Program

Occupational Objective: *Ironworker, Structural Reinforcer, Welder, Rigger*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Joint Apprenticeship for Plumbing

8750 Younger Creek Dr., Sacramento, CA 95828

Phone: 916-383-1102 Fax: 916-383-3830

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Joint Apprenticeship for Plumbing

Occupational Objective: *Plumber, Pipefitter, Refrigeration Fitter*

Approximate Cost to Complete: union dues

Average Time to Complete: 5 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and license

Training Site Location: 8750 Younger Creek Drive

Millmen & Industrial Carpenters Union, Local #1618

10076-D Mills Station Rd., Sacramento, CA 95827

Phone: 209-474-5232 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Mill Cabinet Joint Apprenticeship

Occupational Objective: *Cabinetmaking, Finish Woodworking*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: Delta College

Operating Engineers JAC

7388 Murietta Dr., Rancho Murietta, CA 95683

Phone: 916-354-2029 Fax: 916-354-1126

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Construction Equipment Operator

Occupational Objective: *Construction Equipment Operator*

Approximate Cost to Complete: union dues

Average Time to Complete: 6,400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: 7388 Murietta Dr.

Crane Operator

Occupational Objective: *Crane Operator*

Approximate Cost to Complete: union dues

Average Time to Complete: 8,400 hour

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: 7388 Murietta Dr.

Heavy Duty Repair Person

Occupational Objective: *Heavy Duty Repair*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 8,400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: 7388 Murieta Dr.

Painters and Tapers, Local #487

7125 Governor's Circle, Sacramento, CA 95823

Phone: 916-393-2742 Fax: 916-393-0244

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Painter and Decorating Apprenticeship

Occupational Objective: *Painter, Sand Blaster, Wall Coverer, Wood Furnisher*

Approximate Cost to Complete: union dues & initiation fee

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 600 Roble Ave.

Taper

Occupational Objective: *Taper*

Approximate Cost to Complete: union dues

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 600 Roble Ave.

Roofing Apprenticeship and Training

2840 El Centro Rd. Room 117, Sacramento, CA 95833

Phone: 916-646-6754 Fax: 916-924-8675

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Roofers Apprenticeship and Training

Occupational Objective: *Roofer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Sacramento Area Electrical JATC

2840 El Centro Rd. Suite 112, Sacramento, CA 95833

Phone: 916-646-6688 Fax: 916-646-0170

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Electrical Apprenticeship

Occupational Objective: *Construction Electrician*

Approximate Cost to Complete: books and tools (\$800-\$1,020)

Average Time to Complete: 5 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Sacramento Area Plasterers JAC

1555 Overland Ct., West Sacramento, CA 95691

Phone: 916-371-7640 Fax: 916-371-7251

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Sacramento Area Plasterers JAC-continued

Programs Offered:

Sacramento Plasterers Joint Apprenticeship

Occupational Objective: *Plasterer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: 1555 Overland Court

Sacramento Automotive JAC

967 Venture Ct., Sacramento, CA 95825

Phone: 916-929-1040 Fax: 916-929-3794

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Automotive Apprenticeship Program

Occupational Objective: *Auto/Diesel Mechanic, Auto Painter, Auto Body*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 1-4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: varies by job site

Sacramento Bricklayers, Local #3

7125 Governor's Circle, Sacramento, CA 95823

Phone: 916-424-0351 Fax: 916-424-5141

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Bricklaying Apprenticeship

Occupational Objective: *Bricklayer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Sacramento Glaziers Joint Apprenticeship

2840 El Centro Rd., Room 103, Sacramento, CA 95833

Phone: 916-929-4233 Fax: 916-929-2140

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Sacramento Glaziers Joint Apprenticeship-continued

Programs Offered:

Sacramento Glaziers Joint Apprenticeship Program

Occupational Objective: *Glazier*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 4 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Sacramento Valley Sheet Metal Apprenticeship

1624 Silica Ave., Sacramento, CA 95815

Phone: 916-922-9381 Fax: 916-922-3574

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Sheet Metal Apprenticeship

Occupational Objective: *Sheet Metal & Service Tech.(heating & air cond.)*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 5 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: 1624 Silica Ave.

Stationary Engineers, Local #39

2211 Royale Rd., Sacramento, CA 95815

Phone: 916-927-3399 Fax: 916-927-5665

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Stationary Engineers Apprenticeship

Occupational Objective: *Stationary Engineers*

Approximate Cost to Complete: union dues

Average Time to Complete: 4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Sacramento City College

Tile Layers, Local #4

7125 Governor's Circle, Sacramento, CA 95823

Phone: 916-424-0342 Fax: 916-424-5141

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Tile Layers, Local #4-continued

Programs Offered:

Marble

Occupational Objective: *Marble Work*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Terrazzo

Occupational Objective: *Terrazzo Work*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Tile Finishers

Occupational Objective: *Tile Finisher*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 2 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

Tile Layers

Occupational Objective: *Tile Layer*

Approximate Cost to Complete: union dues and tools

Average Time to Complete: 3 years

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

United Food & Commercial Workers, Local #588

2200 Professional Dr., Roseville, CA 95661

Phone: 916-786-0588 Fax: 916-786-0958

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Retail Meatcutters

Occupational Objective: *Meatcutter*

Approximate Cost to Complete: union dues, tools, and books

Average Time to Complete: 2 years on the job training

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: 2751 Stockton Blvd.

WECA Electrical Apprenticeship Program

7500 14th Ave., Suite 25, Sacramento, CA 95820

Phone: 916-453-0114 Fax: 916-452-7011

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Electrical Apprenticeship

Occupational Objective: *Electrician*

Approximate Cost to Complete: tools and books

Average Time to Complete: 5 years

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates

Received Upon Completion: certificate

Training Site Location: varies by job site

American River College

4700 College Oak Dr., Sacramento, CA 95841

Phone: 916-484-8011 Fax: 916-484-8674

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:

Automotive Collision Technology

Occupational Objective:	<i>Auto Body Repairer</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	18-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	American River College

Automotive Component Service Technology

Occupational Objective:	<i>Automotive Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	18-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	American River College

Automotive Service Technician Program

Occupational Objective:	<i>Automotive Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	American River College

Automotive Technology

Occupational Objective:	<i>Automotive Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	18-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	American River College

Business: Accounting, Paraprofessional

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	American River College

Business: Advertising Sales and Promotion

Occupational Objective:	<i>Business Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	American River College

Business: General Business

Occupational Objective:	<i>Business Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	American River College

American River College-continued

Computer Info Science: Programming

Occupational Objective: *Computer Programmer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Design Technology

Occupational Objective: *Graphic Arts Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Early Childhood Education

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Early Childhood Education: Family Child Care

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Early Childhood Education: Infant Care

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Early Childhood Education: Nanny Certificate

Occupational Objective: *Nannie*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Early Childhood Education: Preschool Teaching Certificate

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Early Childhood Education: Program Management

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

American River College-continued

Early Childhood Education: School-Age Child Care

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Electronics Technology: Electronic Camera Repair

Occupational Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Electronics Technology: Electronics Communication

Occupational Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Electronics Technology: Electronics Computer Technician

Occupational Objective: *Computer Service Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Electronics Technology: Telecommunications Management

Occupational Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Engineering Technology

Occupational Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Fashion Careers: Apparel Merchandising and/or Design

Occupational Objective: *Clothing Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Financial Accounting

Occupational Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate/associate degree
 Training Site Location: American River College

American River College-continued

Fire Technology

Occupational Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Forestry

Occupational Objective: *Forestry Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months of 2 year program
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree from Sierra College
 Training Site Location: American River College

Gerontology: Activity Coordinator

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Gerontology: Business Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Gerontology: Case Mgmt./Social Services Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Gerontology: Environmental Design Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Gerontology: Health Care Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Gerontology: Recreation Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

American River College-continued

Gerontology: Social Service Designee

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: See College Catalog for Information
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Gerontology: Social Service/Advocacy Option

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Graphic Design and Illustration

Occupational Objective: *Graphic Arts Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Home Economics: Dietary Manager

Occupational Objective: *Dietetic Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Home Economics: School Food Service Supervisor

Occupational Objective: *Child Nutritionist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Horticulture: Landscape Industry

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Horticulture: Nursery Industry

Occupational Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Hospitality Management: Culinary Arts

Occupational Objective: *Food Service Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

American River College-continued

Hospitality Management: Hotel Management

Occupational Objective: *Hotel Catering Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Hospitality Management: Restaurant Management

Occupational Objective: *Food Service Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Human Service: Chemical Dependency

Occupational Objective: *Alcohol & Drug Paraprofessional*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Human Services

Occupational Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Interior Design

Occupational Objective: *Interior Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: advanced certificate or associate degree
 Training Site Location: American River College

Journalism: Community Journalism

Occupational Objective: *Journalist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Legal Assisting

Occupational Objective: *Paralegal, Legal Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Management: Business

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

American River College-continued

Management: Government

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Management: Total Quality Management

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Marketing

Occupational Objective: *Marketing Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Nursing

Occupational Objective: *Registered Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Nursing: Licensed Vocational Nurse

Occupational Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Nursing: LVN Career Mobility

Occupational Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: licensed vocational nurses
 Received Upon Completion: associate degree
 Training Site Location: American River College

Office Administration: Administrative Assistant

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Office Administration: General Office

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

American River College-continued

Office Administration: Legal Office

Occupational Objective: *Legal Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Office Administration: Medical Office

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Office Administration: Office Technology

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Office Administration: Travel and Tourism

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Paramedic

Occupational Objective: *Paramedic*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Professional Communication

Occupational Objective: *Journalist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Real Estate

Occupational Objective: *Real Estate Agent*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Recreation Management

Occupational Objective: *Recreation Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

American River College-continued

Respiratory Care

Occupational Objective: *Respiratory Therapist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 30 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Retail Management

Occupational Objective: *Sales Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: American River College

Sign Language Studies

Occupational Objective: *Signer, Interpreter*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Sign Language Studies: Interpreting Certificate

Occupational Objective: *Signer, Interpreter*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: American River College

Small Business Operations

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Welding

Occupational Objective: *Welder*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: American River College

Cosumnes River College

8401 Center Parkway, Sacramento, CA 95823

Phone: 916-688-7451 Fax: 916-688-7349

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:

Administration of Justice

Occupational Objective:	<i>Police Officer, Sheriff's Deputy</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Cosumnes River College

Animal Health Technology

Occupational Objective:	<i>Animal Health Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Cosumnes River College

Automotive Mechanics Technology (various programs)

Occupational Objective:	<i>Automotive Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Cosumnes River College

Building Inspection Technology

Occupational Objective:	<i>Building Inspector</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Cosumnes River College

Business: Accounting

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	9-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Cosumnes River College

Business: Accounting (Advanced)

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Cosumnes River College

Business: Accounting/Computer Applications

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Cosumnes River College

Cosumnes River College-continued

Business: Finance Option

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Business: General Option

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Business: Management Option

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Business: Marketing Option

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Communication Media: Desktop Publishing

Occupational Objective: *Graphic Arts Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Communication Media: Photography

Occupational Objective: *Photographer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Communication Media: Portrait/Wedding/Promo. Photo.

Occupational Objective: *Photographer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Communication Media: Radio Production

Occupational Objective: *Radio Production Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Cosumnes River College-continued

Communication Media: TV Production

Occupational Objective: *Video Production Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Communications Media: Advertising/Public Relations

Occupational Objective: *Sales Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Communications Media: Broadcast Journalism

Occupational Objective: *Journalist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Communications Media: Journalism

Occupational Objective: *Journalist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Computer Information Science (various programs)

Occupational Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 4 to 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Construction Management Technology

Occupational Objective: *Cost Estimator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Construction Supervision/Inspection

Occupational Objective: *Building Inspector*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Drafting Technology

Occupational Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Cosumnes River College-continued

Early Childhood Education

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Architecture

Occupational Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Construction

Occupational Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Drafting

Occupational Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 Months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Interior Design

Occupational Objective: *Interior Designer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Landscape Design

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Environmental Design: Landscape Maintenance

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Environmental Technology

Occupational Objective: *Hazardous Materials Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Cosumnes River College-continued

Fire Technology

Occupational Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Food Service Production & Control

Occupational Objective: *Restaurant Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 6-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Food Service Production & Control: Cooking/Supervision

Occupational Objective: *Restaurant Cook*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Health Information Technology

Occupational Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Horticulture: Landscape Industry

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Horticulture: Nursery Industry

Occupational Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Human Services: General

Occupational Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Human Services: Gerontology

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Cosumnes River College-continued

Medical Assisting

Occupational Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Cosumnes River College

Medical Assisting: Administration/Transcribing

Occupational Objective: *Medical Secretary, Medical Transcriptionist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Medical Assisting: Clinical

Occupational Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Medical Assisting: Health Services Clerk

Occupational Objective: *Medical Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Office Assistant: Data Entry or Info. Processing

Occupational Objective: *Data Entry, Receptionist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 4 to 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Real Estate

Occupational Objective: *Real Estate Agent*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree/license exam eligible
 Training Site Location: Cosumnes River College

Science & Mathematics, General

Occupational Objective: *Science Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Cosumnes River College

Welding

Occupational Objective: *Welder*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Cosumnes River College

Sacramento City College

3835 Freeport Blvd., Sacramento, CA 95822

Phone: 916-558-2568 Fax: 916-441-4142

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes

Programs Offered:

Accounting

Occupational Objective:	<i>Bookkeeper</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Admin. Info. Systems: Administrative & Systems Specialist

Occupational Objective:	<i>Business Occupations/Administrative Assistant</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Admin. Info. Systems: Administrative Support Specialist

Occupational Objective:	<i>Business Occupation/Secretary</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Admin. Info. Systems: Information Processing Technician

Occupational Objective:	<i>Business Occupation/Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Sacramento City College

Administration of Justice: Correctional Services

Occupational Objective:	<i>Correctional Officer</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Administration of Justice: Police Services

Occupational Objective:	<i>Police Officer, Sheriff's Deputy</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Administration of Justice: Private Security Services Mgmt.

Occupational Objective:	<i>Security Officer</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sacramento City College

Sacramento City College-continued

Advertising

Occupational Objective: *Marketing, Advertising, & P.R. Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Aviation Maintenance Technician: Airframe & Powerplant

Occupational Objective: *Aviation Mechanic*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Aviation Maintenance Technician: Airframe Option

Occupational Objective: *Aviation Mechanic*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Aviation Maintenance Technician: Powerplant Option

Occupational Objective: *Aviation Mechanic*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Bookkeeping/Office Management

Occupational Objective: *Bookkeeper/Office Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Communication Photography Option

Occupational Objective: *Photographer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Computer Information Science

Occupational Objective: *Computer Programmer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Computer Information Science: Management Info. Systems

Occupational Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Sacramento City College-continued

Cosmetology

Occupational Objective: *Cosmetologist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 18-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Dental Assisting

Occupational Objective: *Dental Assistant*
 Approximate Cost to Complete: \$13 or \$50/unit + \$1200 materials
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Dental Hygiene

Occupational Objective: *Dental Hygienist*
 Approximate Cost to Complete: \$13 or \$50/unit + \$1500 year materials
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Drafting Technology

Occupational Objective: *Drafters, CAD Operators*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Early Childhood Education

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Early Childhood Education: Infant Care

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: See College Catalog for Information
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Early Childhood Education: Private Preschool Teacher

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 6 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Early Childhood Education: Program Management

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 6-12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Sacramento City College-continued

Early Childhood Education: School Age Child Care

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: See College Catalog for Information
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Electronics Technology: Automated Systems Technician

Occupational Objective: *Electronics Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Electronics Technology: Electronics Mechanic

Occupational Objective: *Electronics*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Electronics Technology: Telecommunications Technician

Occupational Objective: *Electronics Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Family/Consumer Science

Occupational Objective: *Apparel Construction/Alteration*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24-months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Gerontology

Occupational Objective: *Gerontology Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Instructional Assisting: Bi-Lingual/Bi-Cultural

Occupational Objective: *Teacher's Aides*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24-months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Instructional Assisting: General

Occupational Objective: *Teacher's Aides*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Sacramento City College-continued

Instructional Assisting: Special Education

Occupational Objective: *Teacher's Aides*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Library Technology

Occupational Objective: *Library Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Management

Occupational Objective: *Business Related Occupations, Supervision*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Marketing

Occupational Objective: *Marketing Manager, International Business*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Mechanical Electrical Technology: HVAC

Occupational Objective: *HVAC Service Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Mechanical-Electrical Technology

Occupational Objective: *Engineering Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Medical Admin. Program: Medical Administrative Assistant

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Medical Admin. Program: Medical Office System

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Sacramento City College-continued

Medical Admin. Program: Medical Office Transcriptionist

Occupational Objective: *Medical Transcriptionist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Metals Industry Technology

Occupational Objective: *Welder, Metals Fabricator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Nursing (LVN Preparation)

Occupational Objective: *Licensed Vocational Nurses*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Nursing (R.N. Preparation)

Occupational Objective: *Registered Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Occupational Therapy Assistant

Occupational Objective: *Occupational Therapy Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Physical Therapist Assistant

Occupational Objective: *Physical Therapist Assistant*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sacramento City College

Printing Technology

Occupational Objective: *Press Operator, Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Printing Technology: Camera Operator

Occupational Objective: *Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Sacramento City College-continued

Printing Technology: Copy Preparation

Occupational Objective: *Press Operator, Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Printing Technology: Offset Press Operator

Occupational Objective: *Press Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Printing Technology: Production Estimator

Occupational Objective: *Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Real Estate

Occupational Objective: *Real Estate Agent, Broker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sacramento City College

Recreational Vehicle Service Technology

Occupational Objective: *Recreational Vehicle Maintenance Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 9-12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Social Services Assisting

Occupational Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Survey Technology

Occupational Objective: *Land Surveyor Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sacramento City College

Sierra College

5000 Rocklin Rd., Rocklin, CA 95677

Phone: 916-624-3333 Fax: 916-781-0455

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No

Programs Offered:

Accounting

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Sierra College

Administration of Justice

Occupational Objective:	<i>Police Officer, Sheriff's Deputy</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Sierra College

Agriculture, General

Occupational Objective:	<i>Agricultural Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sierra College

Agriculture, Suburban

Occupational Objective:	<i>Agricultural Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sierra College

Animal Husbandry

Occupational Objective:	<i>Animal Health Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sierra College

Apparel Design & Production

Occupational Objective:	<i>Clothing Designer</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sierra College

Automotive Analysis

Occupational Objective:	<i>Automotive Technician</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	12-24 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate or associate degree
Training Site Location:	Sierra College

Sierra College-continued

Business AdministrationOccupational Objective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: Sierra College

Communication StudiesOccupational Objective: *Journalist*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: Sierra College

Computer Information SystemsOccupational Objective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate/associate degree

Training Site Location: Sierra College

Computer Integrated ElectronicsOccupational Objective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Sierra College

Computer ScienceOccupational Objective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Sierra College

Construction TechnologyOccupational Objective: *Carpenter, Cabinetmaker*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Sierra College

Design DraftingOccupational Objective: *Drafter, CAD Operator*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Sierra College

Drafting, Computer-AidedOccupational Objective: *Drafter, CAD Operator*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 12-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Sierra College

Sierra College-continued

Early Childhood Development

Occupational Objective: *Child Care Worker, Preschool Teacher*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Engineering

Occupational Objective: *Land Surveyor Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sierra College

Equine Studies

Occupational Objective: *Animal Health Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Fashion Merchandising

Occupational Objective: *Retail Salesperson*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Fire Technology

Occupational Objective: *Firefighter*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Food Service

Occupational Objective: *Food Service Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Forestry

Occupational Objective: *Forestry Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Geology

Occupational Objective: *Science Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sierra College

Sierra College-continued

Health Sciences

Occupational Objective: *Health Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Sierra College

Horticulture: Ornamental

Occupational Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Human Environmental Sciences

Occupational Objective: *Health Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Industrial Technology, General

Occupational Objective: *Press Operator, Pre-Press Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sierra College

Journalism, Technical

Occupational Objective: *Journalist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sierra College

Management

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Marketing

Occupational Objective: *Sales Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Metals & Manufacturing Technology

Occupational Objective: *Assembler, Fabricator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Sierra College-continued

Mining

Occupational Objective: *Mining Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Nursing, Registered

Occupational Objective: *Registered Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Sierra College

Nursing, Vocational

Occupational Objective: *Licensed Vocational Nurses*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 3 semesters
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Office Technology

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Photography

Occupational Objective: *Photographer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Real Estate

Occupational Objective: *Real Estate Agent*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Teacher Aide

Occupational Objective: *Teacher's Aide*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 12-24 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Sierra College

Yuba College--Woodland Campus

41605 Gibson Rd., Woodland, CA 95776

Phone: 916-661-5720 Fax: 916-666-9028

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Accounting

Occupational Objective:	<i>Accounting Clerk</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Yuba College--Woodland Campus

Administration of Justice; Corrections

Occupational Objective:	<i>Correctional Officer</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Yuba College--Woodland Campus

Administration of Justice; Law Enforcement

Occupational Objective:	<i>Police Officer, Sheriff's Deputy</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Yuba College--Woodland Campus

Administrative Secretary

Occupational Objective:	<i>Secretary</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	associate degree
Training Site Location:	Yuba College--Woodland Campus

Agricultural & Environmental Technology

Occupational Objective:	<i>Agriculture Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	3-4 semesters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Yuba College--Woodland Campus

Agricultural Business

Occupational Objective:	<i>Business Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	1-2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Yuba College--Woodland Campus

Agricultural Computers

Occupational Objective:	<i>Computer Related Occupations</i>
Approximate Cost to Complete:	\$13/unit
Average Time to Complete:	1 semester
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Yuba College--Woodland Campus

Yuba College-Woodland Campus-continued

Business Computer ApplicationsOccupational Objective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Yuba College--Woodland Campus

ClericalOccupational Objective: *Office Clerk, Receptionist*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Yuba College--Woodland Campus

Computer ScienceOccupational Objective: *Computer Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1-2 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Yuba College--Woodland Campus

CosmetologyOccupational Objective: *Cosmetologist*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: Yuba College--Woodland Campus

Displaced Homemakers & Re-Entry Women

Occupational Objective: N/A

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1 semester

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Yuba College--Woodland Campus

Early Childhood EducationOccupational Objective: *Child Care Worker, Preschool Teacher*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1 semester - 2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Yuba College--Woodland Campus

Environmental HorticultureOccupational Objective: *Nursery Worker*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 3-4 semesters

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Yuba College--Woodland Campus

General Business ManagementOccupational Objective: *Business Related Occupations*

Approximate Cost to Complete: \$13/unit

Average Time to Complete: 1-2 years

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: Yuba College--Woodland Campus

Yuba College--Woodland Campus-continued

Human Services

Occupational Objective: *Human Service Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Income Tax Preparation

Occupational Objective: *Income Tax Preparer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Landscape Design

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1 year
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Landscape Design

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Landscape Installation

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Landscape Installation

Occupational Objective: *Landscape Construction Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Landscape Maintenance

Occupational Objective: *Landscape Maintenance Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Legal Office Skills

Occupational Objective: *Legal Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Yuba College-Woodland Campus-continued

Licensed Vocational Nurse

Occupational Objective: *Licensed Vocational Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Yuba College--Woodland Campus

Manicuring

Occupational Objective: *Manicurist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 350 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Medical Office Skills

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Nursery Worker

Occupational Objective: *Nursery Worker*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1 semester/2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate
 Training Site Location: Yuba College--Woodland Campus

Personnel Management

Occupational Objective: *Business Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Real Estate

Occupational Objective: *Real Estate Agent*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Registered Nurse

Occupational Objective: *Registered Nurse*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: associate degree
 Training Site Location: Yuba College--Woodland Campus

Word Processing

Occupational Objective: *Office Clerk, Secretary*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults
 Received Upon Completion: certificate or associate degree
 Training Site Location: Yuba College--Woodland Campus

Academy of Permanent Cosmetics

5800 Antelope Road, #A-2, Sacramento, CA 95842

Phone: 916-721-3834 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Cosmetic Tattooing

Occupational Objective: *Permanent Cosmetics Technician*

Approximate Cost to Complete: \$2500

Average Time to Complete: 40 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Academy of Permanent Cosmetics

Advanced Career Technologies Institute

3054 Sunrise Blvd. Suite H, Rancho Cordova, CA 95742

Phone: 916-635-3435 Fax: 916-635-8487

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Hardware Support Specialist

Occupational Objective: *Computer Service Technician*

Approximate Cost to Complete: \$8,065

Average Time to Complete: 24 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Advanced Career Technologies Institute

Microcomputer Support Specialist

Occupational Objective: *Microcomputer Support Specialist*

Approximate Cost to Complete: \$10,900

Average Time to Complete: 32 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Advanced Career Technologies Institute

Network/LAN Course

Occupational Objective: *Network Administrator*

Approximate Cost to Complete: \$4,100

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: PC experience+ high school grad./GED

Received Upon Completion: certificate

Training Site Location: Advanced Career Technologies Institute

Advanced Career Technologies Institute-continued

Software Applications

Occupational Objective: *PC Software Operations*
 Approximate Cost to Complete: \$3,890
 Average Time to Complete: 8 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: basic DOS exp./high school grad./GED
 Received Upon Completion: certificate
 Training Site Location: Advanced Career Technologies Institute

Software Support Specialist

Occupational Objective: *PC Software Support Specialist*
 Approximate Cost to Complete: \$7,990
 Average Time to Complete: 16 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Advanced Career Technologies Institute

American Red Cross, Sacramento County Chapter

8928 Volunteer Lane, Sacramento, CA 95826

Phone: 916-368-3156 Fax: n/a

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Home Health Aide Training

Occupational Objective: *Home Health Aide*
 Approximate Cost to Complete: \$225
 Average Time to Complete: 6 days
 Open Entry-Open Exit? n/a
 Program Entry Requirements: n/a
 Received Upon Completion: n/a
 Training Site Location: 8928 Volunteer Lane

Nursing Assistant Training

Occupational Objective: *Nursing Assistant*
 Approximate Cost to Complete: \$595
 Average Time to Complete: 25 days
 Open Entry-Open Exit? n/a
 Program Entry Requirements: n/a
 Received Upon Completion: n/a
 Training Site Location: 8928 Volunteer Lane

Automotive Diagnostics

11315 Sunrise Gold Circle, Suite G, Rancho Cordova, CA 95742

Phone: 916-635-0922 Fax: 916-635-4528

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Modern Automotive Technology

Occupational Objective: *Drivability Specialist*
 Approximate Cost to Complete: \$130-\$5,375
 Average Time to Complete: 4-10 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older
 Received Upon Completion: certificate
 Training Site Location: 11315 Sunrise Gold Circle, Suite G

Bartenders School of Sacramento

11366 Amalgam Watt, Suite D, Rancho Cordova, CA 95670

Phone: 916-852-0459 Fax: 916-852-0459

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Bartending and Bar Management

Occupational Objective: *Bartending, Bar Management*

Approximate Cost to Complete: \$1,400

Average Time to Complete: 5-7 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Bartenders School of Sacramento

Basic Business Training

133 L Street, Sacramento, CA 95814

Phone: 916-446-2161 Fax: 916-446-5698

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Advanced Accounting Course

Occupational Objective: *Accounting*

Approximate Cost to Complete: \$660

Average Time to Complete: 3-4-weeks

Open Entry-Open Exit? no

Program Entry Requirements: completion of Basic Accounting course

Received Upon Completion: certificate

Training Site Location: Basic Business Training

Basic Accounting Course

Occupational Objective: *Accounting*

Approximate Cost to Complete: \$660

Average Time to Complete: 3-4 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Basic Business Training

Income Tax Preparation-Advanced

Occupational Objective: *Income Tax Preparer*

Approximate Cost to Complete: \$495

Average Time to Complete: 60 hours

Open Entry-Open Exit? no

Program Entry Requirements: completion of Intermediate Tax course

Received Upon Completion: certificate

Training Site Location: Basic Business Training

Basic Business Training-continued

Income Tax Preparation-Basic

Occupational Objective: *Income Tax Preparer*
 Approximate Cost to Complete: \$395
 Average Time to Complete: 60 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Basic Business Training

Income Tax Preparation-Intermediate

Occupational Objective: *Income Tax Preparer*
 Approximate Cost to Complete: \$495
 Average Time to Complete: 60 hours
 Open Entry-Open Exit? no
 Program Entry Requirements: completion of Basic Tax course
 Received Upon Completion: certificate
 Training Site Location: Basic Business Training

Breining Institute

8880 Greenback Lane, Orangevale, CA 95662
 Phone: 916-987-0662 Fax: 916-987-8823

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Alcohol & Drug Abuse Counselor Certificate Course**

Occupational Objective: *Alcohol & Drug Abuse Counselor*
 Approximate Cost to Complete: \$2,300 tuition, \$750 books
 Average Time to Complete: 9 months
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Breining Institute

Business & Technology Training Institute

8401 Gerber Rd., Sacramento, CA 95828
 Phone: 916-686-7783 Fax: 916-689-4372

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:**Accounting Clerk**

Occupational Objective: *Accounting Clerk, Bookkeeping Assistant*
 Approximate Cost to Complete: \$3,127
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Business & Technology Training Institute

Accounting Specialist

Occupational Objective: *Accounting Assistant, Full-Charge Bookkeeper*
 Approximate Cost to Complete: \$4,443
 Average Time to Complete: 20 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Business & Technology Training Institute

Administrative Assistant

Occupational Objective: *Administrative Assistant*
 Approximate Cost to Complete: \$4,443
 Average Time to Complete: 20 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Business & Technology Training Institute

Business & Technology Training Institute-continued

Business Skills Review/MasteryOccupational Objective: *Administrative Assistant, Executive Secretary*

Approximate Cost to Complete: \$1,588

Average Time to Complete: 7 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Computer Applications CompetencyOccupational Objective: *Computer Operator, General Office Worker*

Approximate Cost to Complete: \$1,372

Average Time to Complete: 6 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Computer Service TechnicianOccupational Objective: *Computer Systems Installer/Repairer*

Approximate Cost to Complete: \$2,647

Average Time to Complete: 24 weeks (evenings)

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Computerized Office TechnicianOccupational Objective: *Office Assistant, Clerk Typist, Receptionist*

Approximate Cost to Complete: \$2,904

Average Time to Complete: 13 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Electronic/Computer Service TechnicianOccupational Objective: *Computer System Installer/Repairer*

Approximate Cost to Complete: \$5,320

Average Time to Complete: 24 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Information Processing SpecialistOccupational Objective: *Word Processor, Accounting Assist., Computer Oper.*

Approximate Cost to Complete: \$4,004

Average Time to Complete: 18 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Local Area Network AdministratorOccupational Objective: *LAN Operator/Administrator*

Approximate Cost to Complete: \$4,915

Average Time to Complete: 22 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Local Area Network TechnicianOccupational Objective: *LAN Technician*

Approximate Cost to Complete: \$5,118

Average Time to Complete: 23 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Business & Technology Training Institute

Cal Trade Welding Schools

7115 Bacchini Ave., Sacramento, CA 95828

Phone: 916-383-4118 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Combination Welding

Occupational Objective:	<i>Welder</i>
Approximate Cost to Complete:	\$4,600
Average Time to Complete:	20 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	entrance exam + hands on
Received Upon Completion:	certificate
Training Site Location:	Cal Trade Welding School

California Academy of Merchandising, Art & Design

2035 Hurley Way, Suite 300, Sacramento, CA 92825

Phone: 916-649-8168 Fax: 916-649-8344

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Interior Design

Occupational Objective:	<i>Interior Designer, Space Planner</i>
Approximate Cost to Complete:	\$15,000
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	associate degree
Training Site Location:	California Academy of Merchandising, Art & Design

Merchandising

Occupational Objective:	<i>Retail Sales, Advertising, Retail Management</i>
Approximate Cost to Complete:	\$15,000
Average Time to Complete:	2 years
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	associate degree
Training Site Location:	California Academy of Merchandising, Art & Design

California Career College

1132 North Main St., Manteca, CA 95336
Phone: 916-923-1700 Fax: 209-239-7071

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

On-Site Apartment Management

Occupational Objective: *Apartment Manager*
Approximate Cost to Complete: \$2,995
Average Time to Complete: 5 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults
Received Upon Completion: diploma
Training Site Location: 4208 North Freeway Blvd., Suite 120, Sacramento

Property Management

Occupational Objective: *Property Manager*
Approximate Cost to Complete: \$4,495
Average Time to Complete: 14 weeks
Open Entry-Open Exit? no
Program Entry Requirements: adults
Received Upon Completion: diploma
Training Site Location: 4208 North Freeway Blvd., Suite 120, Sacramento

California Institute of Jewelry Training

4020 El Camino Ave., Suite B-1, Sacramento, CA 95821
Phone: 916-487-1122 Fax: 916-487-1189

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Fundamental Jewelry Repair

Occupational Objective: *Apprentice Bench Jeweler*
Approximate Cost to Complete: \$6,050 + \$1,300 (tools)
Average Time to Complete: 600 hours
Open Entry-Open Exit? yes
Program Entry Requirements: 16 years or older
Received Upon Completion: certificate
Training Site Location: California Institute of Jewelry Training

Jewelry Arts

Occupational Objective: *Apprentice Bench Jeweler*
Approximate Cost to Complete: \$8,230 + \$1,300 (tools)
Average Time to Complete: 800 hours
Open Entry-Open Exit? yes
Program Entry Requirements: 16 years or older
Received Upon Completion: certificate
Training Site Location: California Institute of Jewelry Training

Jewelry Repair Externship

Occupational Objective: *Apprentice Bench Jeweler*
Approximate Cost to Complete: \$7,525 + \$1,300 (tools)
Average Time to Complete: 800 hours
Open Entry-Open Exit? yes
Program Entry Requirements: 16 years or older
Received Upon Completion: certificate
Training Site Location: California Institute of Jewelry Training

California Motel Training

4447 Granite Dr. #702, Rocklin, CA 95677

Phone: 916-632-8250 Fax: 916-632-8269

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Hospitality Industry Management Training

Occupational Objective: *Motel/Apartment Mgmt., Front Desk/Night Auditor*

Approximate Cost to Complete: \$2,625 single or couple

Average Time to Complete: 5 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: California Motel Training

California Security Training Academy, Inc.

5659 1/2 Stockton Blvd., Sacramento, CA 95824

Phone: 916-452-4273 Fax: 916-428-3940

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Advanced Security Guard

Occupational Objective: *Security Guard*

Approximate Cost to Complete: \$1,300

Average Time to Complete: 48 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate and license

Training Site Location: California Security Training Academy

Security Officer

Occupational Objective: *Security Officer/Guard*

Approximate Cost to Complete: \$45

Average Time to Complete: 2 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate and license

Training Site Location: California Security Training Academy

Capital Bible Institute

9470 Micron Ave., Sacramento, CA 95827
Phone: 916-856-5677 Fax: 916-856-5699

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	No

Programs Offered:

Certificate in Bible

Occupational Objective:	<i>Minister of the Gospel</i>
Approximate Cost to Complete:	\$2,100/year
Average Time to Complete:	1 year
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	Capital Bible Institute

Ministerial Arts

Occupational Objective:	<i>Minister of the Gospel</i>
Approximate Cost to Complete:	\$2,100/year
Average Time to Complete:	2 years
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	degree
Training Site Location:	Capital Bible Institute

Career College of Cosmetology

646 Cottonwood Plaza, Woodland, CA 95695
Phone: 916-666-0969 Fax: none

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Cosmetology

Occupational Objective:	<i>Hairstyling, Manicuring, Skin Care</i>
Approximate Cost to Complete:	\$5,100 (private), \$520 (Yuba College)
Average Time to Complete:	12 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma and license eligibility
Training Site Location:	Career College of Cosmetology

Manicuring

Occupational Objective:	<i>Manicurist, Pedicurist</i>
Approximate Cost to Complete:	\$2,000 (private), \$300 (Yuba College)
Average Time to Complete:	2-3 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma and license eligibility
Training Site Location:	Career College of Cosmetology

Careers In Construction

4740 Northgate Blvd. Suite 150, Sacramento, CA 95834

Phone: 916-923-3322 Fax: 916-923-3455

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Construction Estimating & Project Management 3.16 & 3.20

Occupational Objective: *Construction Estimator, Project Mgr., Sales Super.*

Approximate Cost to Complete: \$7,000

Average Time to Complete: 16-20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Careers in Construction

Construction Estimating 2.12

Occupational Objective: *Construction Estimator, Sales Estimator*

Approximate Cost to Complete: \$5,875

Average Time to Complete: 12 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Careers in Construction

Construction Estimating 2.16

Occupational Objective: *Construction Estimator, Sales Estimator*

Approximate Cost to Complete: \$6,125

Average Time to Complete: 16 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Careers in Construction

Cast Images

1125 Firehouse Alley, Old Sacramento, CA 95814

Phone: 916-444-9720 Fax: 916-444-2093

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Professional Acting

Occupational Objective: *Actor*

Approximate Cost to Complete: \$450

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: none

Received Upon Completion: certificate

Training Site Location: Cast Images

Professional Modeling

Occupational Objective: *Model*

Approximate Cost to Complete: \$450

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: none

Received Upon Completion: certificate

Training Site Location: Cast Images

Century 21 Real Estate

1777 N. California Blvd., Suite 300, Walnut Creek, CA 94596

Phone: 510-932-2021 Fax: 510-256-7721

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Real Estate Principles

Occupational Objective:	<i>Real Estate Salesperson</i>
Approximate Cost to Complete:	\$350
Average Time to Complete:	2-4 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Various locations

Citrus Heights Beauty College

7518 Baird Way, Citrus Heights, CA 95610

Phone: 916-725-6861 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cosmetology

Occupational Objective:	<i>Hairstylist, Haircutter, Haircolorist, Manicurist</i>
Approximate Cost to Complete:	\$4,100
Average Time to Complete:	10 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	Citrus Heights Beauty College

Esthetician-Skin Care

Occupational Objective:	<i>Cosmetician, Esthetician, Make-up Artist, Waxing</i>
Approximate Cost to Complete:	\$2,500
Average Time to Complete:	4 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	Citrus Heights Beauty College

Manicurist

Occupational Objective:	<i>Manicurist, Pedicurist, Nail Technician</i>
Approximate Cost to Complete:	\$1,200
Average Time to Complete:	10 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	Citrus Heights Beauty College

CompuVista Business Institute

1833 Howe Ave., Suite A, Sacramento, CA 95825

Phone: 916-922-2000 Fax: 916-922-2077

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Micro Computer Operations

Occupational Objective: *Computer Operator*

Approximate Cost to Complete: \$2,325

Average Time to Complete: 3 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: CompuVista Business Institute

Network Administrator

Occupational Objective: *Computer Network Administrator*

Approximate Cost to Complete: \$2,275

Average Time to Complete: 2 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: CompuVista Business Institute

Network Engineer

Occupational Objective: *Computer Network Engineer*

Approximate Cost to Complete: \$7,275

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: CompuVista Business Institute

Software Analyst

Occupational Objective: *Software/Programmer Analyst, PC Systems Manager*

Approximate Cost to Complete: \$3,725

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: CompuVista Business Institute

Word Processing

Occupational Objective: *Word Processing, Data Entry, Clerical*

Approximate Cost to Complete: \$745

Average Time to Complete: 1 month

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: CompuVista Business Institute

Construction Plus Training

8350 Auburn Blvd. Suite 105, Citrus Heights, CA 95610

Phone: 916-721-0264 Fax: 916-721-8755

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Construction Estimating and Management

Occupational Objective: *Construction Estimator, Project Manager*

Approximate Cost to Complete: \$5,285

Average Time to Complete: 12 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Construction Plus Training

Cook School of Real Estate

4305 Freeport Blvd., Sacramento, CA 95822

Phone: 916-451-6702 Fax: 916-451-2754

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Real Estate License Preparation

Occupational Objective: *Real Estate Sales*

Approximate Cost to Complete: \$295

Average Time to Complete: 2 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate and license preparation

Training Site Location: Cook School of Real Estate

D-Q University

County Road 31 Near Road 95, Davis, CA 95617

Phone: 916-758-0470 Fax: 916-758-4891

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Appropriate Technology

Occupational Objective: *Solar Energy Construction*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 18-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: D-Q University

Business

Occupational Objective: *Business Accounting Clerk, Bookkeeping Clerk*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: D-Q University

Computer Science

Occupational Objective: *Word Processor, Data Entry, Computer Programmer*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 18-24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate or associate degree

Training Site Location: D-Q University

D-Q University-continued

Indigenous StudiesOccupational Objective: *Indigenous Community Service Personnel*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: D-Q University

Native American Fine ArtsOccupational Objective: *Artist*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: D-Q University

Social ScienceOccupational Objective: *Social Services Assistant*

Approximate Cost to Complete: \$1,900 sem.

Average Time to Complete: 24 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: associate degree

Training Site Location: D-Q University

Dolphin Swim School & Scuba Diving Center, Inc.

1530 El Camino Ave., Sacramento, CA 95815

Phone: 916-929-8188 Fax: 916-929-3528

Are the following services provided?

Financial Aid/Assistance: No Disabled Student Services: No

Job Placement Assistance: Yes Learning Disabilities Pgm: No

Career Counseling: Yes Academic Advising: Yes

Career Assessment: Yes Tutorial Services: No

Public Transit Nearby: No ESL Courses: No

On-Site Child Care: No GED Assistance: No

Programs Offered:**Instructor Development Course**Occupational Objective: *Scuba Diving Instructor, Recreational*

Approximate Cost to Complete: \$2,500

Average Time to Complete: 9-12 months

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and diploma

Training Site Location: Dolphin Swim School

Swim InstructorOccupational Objective: *Swim Instructor, Recreational*

Approximate Cost to Complete: \$2,100

Average Time to Complete: 6-12 months

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and diploma

Training Site Location: Dolphin Swim School

EBM Business Institute

6024-C San Juan Ave., Citrus Heights, CA 95610

Phone: 916-969-9514 Fax: 916-723-4822

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Medical Terminology

Occupational Objective: *Medical Billing/Insurance Clerk, Hospital Admissions*

Approximate Cost to Complete: \$300

Average Time to Complete: 4 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: EBM Business Institute

Microcomputer Operations

Occupational Objective: *Word Processor, Data Entry Clerk, Secretary*

Approximate Cost to Complete: \$2,400

Average Time to Complete: 4 months (separate modules available)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: EBM Business Institute

Elayan Dental Lab Institute

4433 Euclid Ave., Sacramento, CA 95822

Phone: 916-451-8100 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Dental Lab Technician

Occupational Objective: *Dental Technician*

Approximate Cost to Complete: \$4,500

Average Time to Complete: 16 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 4611 Freeport Blvd., Suite 6

Elite Academy

5522 Garfield Ave., Sacramento, CA 95821

Phone: 916-338-1885 Fax: 916-338-1898

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Cosmetology

Occupational Objective: *Cosmetologist*

Approximate Cost to Complete: \$6,325

Average Time to Complete: 1600 hours

Open Entry-Open Exit? no

Program Entry Requirements: high school graduates

Received Upon Completion: diploma and license eligibility

Training Site Location: Elite School of Cosmetology

Executive Flyers

6151 Freeport Blvd., Suite 151, Sacramento, CA 95822

Phone: 916-427-1888 Fax: 916-427-1881

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Airline Transport Pilot-Single Engine

Occupational Objective: *Airline Pilot*

Approximate Cost to Complete: \$2,000

Average Time to Complete: 2 months

Open Entry-Open Exit? yes

Program Entry Requirements: commercial pilot's license

Received Upon Completion: F.A.A. Airline Transport Pilot license

Training Site Location: Executive Flyers

Certified Flight Instructor-Airplane

Occupational Objective: *Flight Instructor*

Approximate Cost to Complete: \$3,200

Average Time to Complete: 2 months

Open Entry-Open Exit? yes

Program Entry Requirements: commercial pilot's license

Received Upon Completion: F.A.A. Certified Flight Instructor license

Training Site Location: Executive Flyers

Certified Flight Instructor/Instrument-Airplane

Occupational Objective: *Flight Instructor*

Approximate Cost to Complete: \$2,900

Average Time to Complete: 2 months

Open Entry-Open Exit? yes

Program Entry Requirements: commercial pilot's license

Received Upon Completion: FAA Cert-Flight Instructor/Instrument

Training Site Location: Executive Flyers

Executive Flyers-continued

Commercial Pilot-Airplane

Occupational Objective: *Commercial Pilot*
 Approximate Cost to Complete: \$8,400
 Average Time to Complete: 3-6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: private license + instrument rating
 Received Upon Completion: F.A.A. Commercial Pilot's License
 Training Site Location: Executive Flyers

Instrument Rating-Airplane

Occupational Objective: *Pilot*
 Approximate Cost to Complete: \$3,400
 Average Time to Complete: 2-3 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: private pilot license
 Received Upon Completion: instrument rating on pilot's license
 Training Site Location: Executive Flyers

Private Pilot-Airplane License

Occupational Objective: *Private Pilot*
 Approximate Cost to Complete: \$3,500
 Average Time to Complete: 3-4 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: 17 years or older
 Received Upon Completion: private pilot license
 Training Site Location: Executive Flyers

Federico College of Hairstyling

2100 Arden Way Suite 265, Sacramento, CA 95825

Phone: 916-929-4242 Fax: 916-929-5033

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Federico College of Hairstyling-continued

Programs Offered:**Certified Massage Practitioner**

Occupational Objective: *Massage Technician*
 Approximate Cost to Complete: \$1,000
 Average Time to Complete: 2 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Federico College of Hairstyling

Cosmetology

Occupational Objective: *Cosmetologist, Facialist, Manicurist*
 Approximate Cost to Complete: \$5,000 + books & tools
 Average Time to Complete: 10-20 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma and license eligibility
 Training Site Location: Federico College of Hairstyling

Esthetician

Occupational Objective: *Facialist*
 Approximate Cost to Complete: \$3,000 + books and tools
 Average Time to Complete: 4 1/2 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma and license eligibility
 Training Site Location: Federico College of Hairstyling

Manicuring

Occupational Objective: *Nail Technician*
 Approximate Cost to Complete: \$1,500
 Average Time to Complete: 9 weeks(full), 15 weeks(part)
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma and license eligibility
 Training Site Location: Federico College of Hairstyling

Flight Operations, Inc.

6151 Freeport Ave., Suite 158, Sacramento, CA 95822

Phone: 916-429-3333 Fax: 916-429-3336

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Professional Pilot Training

Occupational Objective:	<i>Flight Instructor, Pilot</i>
Approximate Cost to Complete:	\$25,000-\$28,000
Average Time to Complete:	6-8 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Flight Operations, Inc.

Golden & Sons Unibody and Refinishing School

11353 Sunrise Gold Circle, Suite A, Rancho Cordova, CA 95742

Phone: 916-631-4211 Fax: 916-631-4261

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Air Conditioning Service and Repair

Occupational Objective:	<i>Automobile Air Conditioning Service Technician</i>
Approximate Cost to Complete:	\$2,200
Average Time to Complete:	10 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Golden & Sons

Unibody and Refinishing Apprenticeship

Occupational Objective:	<i>Painter Helper, Frame & Body Helper</i>
Approximate Cost to Complete:	\$1,888
Average Time to Complete:	8 weeks (days), 14 weeks (evenings)
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Golden & Sons

Goodwill Industries of Sacramento Valley, Inc.

6648 Franklin Blvd., Sacramento, CA 95823

Phone: 916-395-9016 Fax: 916-395-9011

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Clerical Training

Occupational Objective:	<i>Office Assistant, Office Clerk, File Clerk, Receptionist</i>
Approximate Cost to Complete:	none
Average Time to Complete:	5-15 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/disability
Received Upon Completion:	certificate
Training Site Location:	Goodwill Industries of Sacramento Valley

Custodial Training

Occupational Objective:	<i>Custodian/Janitor, Floor Care</i>
Approximate Cost to Complete:	none
Average Time to Complete:	10-14 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/disability
Received Upon Completion:	certificate
Training Site Location:	Goodwill Industries of Sacramento Valley

VICTORI Program

Occupational Objective:	<i>Depends on Consumer's Interests</i>
Approximate Cost to Complete:	none
Average Time to Complete:	3-12 months
Open Entry-Open Exit?	no
Program Entry Requirements:	adults w/disability
Received Upon Completion:	certificate
Training Site Location:	Goodwill Industries of Sacramento Valley

Word Processing

Occupational Objective:	<i>Data Entry, Word Processor</i>
Approximate Cost to Complete:	none
Average Time to Complete:	13-15 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults w/disability
Received Upon Completion:	certificate
Training Site Location:	Goodwill Industries of Sacramento Valley

H & R Block Tax School

431 Cleveland St., Woodland, CA 95695

Phone: 916-666-0101 Fax: 916-666-1328

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Basic Income Tax Preparation

Occupational Objective:	<i>Income Tax Preparer</i>
Approximate Cost to Complete:	\$295
Average Time to Complete:	12 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	H & R Block Tax School

Heald Business College

2910 Prospect Park Dr., Rancho Cordova, CA 95670

Phone: 916-638-1616 Fax: 916-638-1580

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Accounting

Occupational Objective:	<i>Accounting, Bookkeeping</i>
Approximate Cost to Complete:	\$1,950 per quarter
Average Time to Complete:	4 or 6 quarters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma or degree
Training Site Location:	Heald Business College

Computer Business Administration

Occupational Objective:	<i>Business Administration</i>
Approximate Cost to Complete:	\$1,950 per quarter
Average Time to Complete:	4 or 6 quarters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma or degree
Training Site Location:	Heald Business College

Computer Office Administration

Occupational Objective:	<i>Office Manager</i>
Approximate Cost to Complete:	\$1,950 per quarter
Average Time to Complete:	4 or 6 quarters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma or degree
Training Site Location:	Heald Business College

Legal Office Administration

Occupational Objective:	<i>Legal Secretary, Legal Office Administrative Assistant</i>
Approximate Cost to Complete:	\$1,950 per quarter
Average Time to Complete:	4 or 6 quarters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma or degree
Training Site Location:	Heald Business College

Medical Office Administration

Occupational Objective:	<i>Medical Office Administrative/Front Office Assistant</i>
Approximate Cost to Complete:	\$1,950 per quarter
Average Time to Complete:	4 or 6 quarters
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma or degree
Training Site Location:	Heald Business College

Heald Institute of Technology

3737 Marconi Ave., Sacramento, CA 95621

Phone: 916-972-0999 Fax: 916-972-0993

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Certified Netware Administrator

Occupational Objective:	<i>LAN/WAN Administrator</i>
Approximate Cost to Complete:	\$2,000
Average Time to Complete:	12 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	high school /GED + Comp. Tech.Degree
Received Upon Completion:	certificate
Training Site Location:	Heald Institute of Technology

Heald Institute of Technology-continued

Certified Netware Engineer

Occupational Objective: *LAN/WAN Engineer*
 Approximate Cost to Complete: \$2,000
 Average Time to Complete: 12 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: Certified Netware Administrator
 Received Upon Completion: certificate
 Training Site Location: Heald Institute of Technology

Certified Service Technician

Occupational Objective: *Computer Technician, Electronics Technician*
 Approximate Cost to Complete: \$8,400
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Heald Institute of Technology

Electronic Service Technician

Occupational Objective: *Computer Technician, Electronics Technician*
 Approximate Cost to Complete: \$9,600 certificate, \$14,400 degree
 Average Time to Complete: 12 months certificate/18 months degree
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate/assoc. of applied science degree
 Training Site Location: Heald Institute of Technology

Electronics Technology

Occupational Objective: *Field Service Tech., Bio-Medical Tech, Robotics Tech.*
 Approximate Cost to Complete: \$12,600
 Average Time to Complete: 18 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: Heald Institute of Technology

Network Technology

Occupational Objective: *Network Technician*
 Approximate Cost to Complete: \$15,100
 Average Time to Complete: 24 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: Heald Institute of Technology

High-Tech Institute Medical Careers

1111 Howe Ave. #250, Sacramento, CA 95825
 Phone: 916-929-9700 Fax: 916-929-9703

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Dental Assisting**

Occupational Objective: *Dental Assistant*
 Approximate Cost to Complete: \$6,325
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: High-Tech Institute Medical Careers

Hospital Unit Coordinator

Occupational Objective: *Hospital Unit Coordinator*
 Approximate Cost to Complete: \$6,025
 Average Time to Complete: 7 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: High-Tech Institute Medical Careers

High-Tech Institute Medical Careers-continued

Medical AssistingOccupational Objective: *Medical Assistant*

Approximate Cost to Complete: \$5,950

Average Time to Complete: 7 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: High-Tech Institute Medical Careers

Surgical TechnologistOccupational Objective: *Surgical Technician*

Approximate Cost to Complete: \$13,025

Average Time to Complete: 13 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: High-Tech Institute Medical Careers

X-Ray TechnicianOccupational Objective: *X-Ray Technician*

Approximate Cost to Complete: \$9,025

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma and license eligibility

Training Site Location: High-Tech Institute Medical Careers

Humphreys College

11344 Coloma Rd., Suite 605, Gold River, CA 95670

Phone: 916-635-3996 Fax: 916-635-7105

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Accounting Clerk**Occupational Objective: *Accounts Receivable/Payable, Accounting Clerk*

Approximate Cost to Complete: \$5,460

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Humphreys College

Court Reporting/StenographyOccupational Objective: *Court Reporter, Stenographer*

Approximate Cost to Complete: \$16,000-\$22,000

Average Time to Complete: 3-4 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and/or associate degree

Training Site Location: Humphreys College

Data Processing ClerkOccupational Objective: *Data Processor, Ten-Key Operator*

Approximate Cost to Complete: \$3,640

Average Time to Complete: 6 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Humphreys College

Humphreys College-continued

Executive Administrative Assistant

Occupational Objective: *Executive Assistant*
 Approximate Cost to Complete: \$7,280
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Executive Office Administration

Occupational Objective: *Executive Assistant, Professional Secretary*
 Approximate Cost to Complete: \$10,920
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate degree
 Training Site Location: Humphreys College

Legal Administrative Assistant

Occupational Objective: *Legal Assistant, Legal Secretary*
 Approximate Cost to Complete: \$7,280
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Legal Office Administration

Occupational Objective: *Legal Assistant/Legal Secretary*
 Approximate Cost to Complete: \$10,920
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate degree
 Training Site Location: Humphreys College

Medical Administrative Assistant

Occupational Objective: *Medical Office Assistant/Secretary*
 Approximate Cost to Complete: \$7,280
 Average Time to Complete: 12 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Medical Transcription

Occupational Objective: *Certified Medical Transcriptionist*
 Approximate Cost to Complete: \$6,240
 Average Time to Complete: 1 year (part-time)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Office Clerk

Occupational Objective: *Office Assistant*
 Approximate Cost to Complete: \$5,460
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Office Update

Occupational Objective: *Office Assistant*
 Approximate Cost to Complete: \$3,640
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

Humphreys College-continued

Paralegal Studies

Occupational Objective: *Paralegal, Legal Administrative Assistant*
 Approximate Cost to Complete: \$4,160
 Average Time to Complete: 12 months/part-time
 Open Entry-Open Exit? yes
 Program Entry Requirements: 60 sem./90 qtr. units or 2-3 yrs. work exp
 Received Upon Completion: certificate
 Training Site Location: Humphreys College

ITT Technical Institute

9700 Goethe Rd., Sacramento, CA 95827
 Phone: 916-366-3900 Fax: 916-366-9225

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Computer-Aided Drafting Technology**

Occupational Objective: *Computer Aided Drafting*
 Approximate Cost to Complete: \$15,599
 Average Time to Complete: 72 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: ITT Technical Institute

Electronics Engineering Technology

Occupational Objective: *Electrical Engineer Assistant, Instrumentation Tech.*
 Approximate Cost to Complete: \$9,688
 Average Time to Complete: 48 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: completion of AAS Degree in Electronics
 Received Upon Completion: bachelor of applied science degree
 Training Site Location: ITT Technical Institute

Electronics Engineering Technology

Occupational Objective: *Electronics Technician, Electronic Equipment Repairer*
 Approximate Cost to Complete: \$17,690
 Average Time to Complete: 96 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: ITT Technical Institute

Ja'onna's Laboratory Skills Training Program

2950 Beacon Blvd., Suite 300, West Sacramento, CA 95928
 Phone: 916-345-4248 Fax: 916-345-4248

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**Laboratory Skills**

Occupational Objective: *Lab Assist., Phlebotomist, Para-Physical Ins Examiner*
 Approximate Cost to Complete: \$2,000
 Average Time to Complete: 16 weeks
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Ja'onna's Lab. Skills Training Program

Jerrylee Beauty College

1550 Fulton Ave., Sacramento, CA 95821

Phone: 916-488-8870 Fax: 916-488-8872

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cosmetology

Occupational Objective: *Cosmetologist*

Approximate Cost to Complete: \$5,275

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Sacramento

Manicurist

Occupational Objective: *Manicurist*

Approximate Cost to Complete: \$1,500

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Sacramento

Teacher Training

Occupational Objective: *Teacher for Cosmetology and Manicuring*

Approximate Cost to Complete: \$2,175

Average Time to Complete: 15 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: cosmetologists diploma

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Sacramento

Jerrylee Beauty College

200 Whyte Ave., Roseville, CA 95661

Phone: 916-726-5577 Fax: 916-726-3213

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cosmetology

Occupational Objective: *Cosmetologist*

Approximate Cost to Complete: \$5,275

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Roseville

Manicuring

Occupational Objective: *Manicurist*

Approximate Cost to Complete: \$1,500

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Roseville

Teacher Training

Occupational Objective: *Teacher for Cosmetology and Manicuring*

Approximate Cost to Complete: \$2,175

Average Time to Complete: 15 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: cosmetologists diploma

Received Upon Completion: diploma and license eligibility

Training Site Location: Jerrylee Beauty College-Roseville

Lederwolff Culinary Academy

3300 Stockton Blvd., Sacramento, CA 95820

Phone: 916-456-7002 Fax: 916-456-7603

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Professional Baking

Occupational Objective: *Professional Bakers*

Approximate Cost to Complete: \$7,995

Average Time to Complete: 7 1/2 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: Lederwolff Culinary Academy

Professional Cooking

Occupational Objective: *Professional Cooks, Hotel Chefs*

Approximate Cost to Complete: \$15,995

Average Time to Complete: 50 weeks (day), 80 weeks (eve)

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: Lederwolff Culinary Academy

Lincoln Training Centers

2620 21st St., Sacramento, CA 95818

Phone: 916-452-5073 Fax: 916-452-9710

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Program Offered:

Clerical Vocational Training

Occupational Objective: *Gen. Office Assistants, Word Processors, Data Entry*

Approximate Cost to Complete: varies (Free training through JTPA)

Average Time to Complete: 12-22 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Lincoln Training Centers

Lumblau Real Estate School

6716 Madison Ave., #4, Fair Oaks, CA 95628

Phone: 916-536-9766 Fax: 916-536-1666

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Real Estate Principles and License Preparation

Occupational Objective: *Real Estate Brokerage, Property Management*

Approximate Cost to Complete: \$249

Average Time to Complete: 8-10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Lumblau Real Estate School

Lydia Reibel Floral Design School

990 Arden Way West, Sacramento, CA 95815

Phone: 916-925-2580 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Certificate in Floral Design

Occupational Objective: *Retail Florist*

Approximate Cost to Complete: \$1,800

Average Time to Complete: 144 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Lydia Reibel Floral Design School

Moler Barber College

727 J St., Sacramento, CA 95814

Phone: 916-441-0072 Fax: 916-482-1875

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Barbering/Hairstyling

Occupational Objective:	<i>Barber</i>
Approximate Cost to Complete:	\$4,250
Average Time to Complete:	1500 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate and license eligibility
Training Site Location:	Moler Barber College

Cosmetologist/Crossover

Occupational Objective:	<i>Barber</i>
Approximate Cost to Complete:	\$1,635
Average Time to Complete:	600 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	cosmetologists
Received Upon Completion:	certificate and license eligibility
Training Site Location:	Moler Barber College

Moler Barber College

2645 El Camino Ave., Sacramento, CA 95821

Phone: 916-482-0871 Fax: 916-482-1875

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Barbering/Hairstyling

Occupational Objective:	<i>Barber</i>
Approximate Cost to Complete:	\$4,250
Average Time to Complete:	1500 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate and license eligibility
Training Site Location:	Moler Barber College

Cosmetologist/Crossover

Occupational Objective:	<i>Barber</i>
Approximate Cost to Complete:	\$1,635
Average Time to Complete:	600 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	cosmetologists
Received Upon Completion:	certificate and license eligibility
Training Site Location:	Moler Barber College

Montessori Teacher College Sacramento

1123 D Street, Sacramento, CA 95814

Phone: 916-44-49072 Fax: 916-44-7987

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Montessori Teacher Instruction

Occupational Objective:	<i>Montessori Teacher</i>
Approximate Cost to Complete:	\$3,160
Average Time to Complete:	12 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	certificate
Training Site Location:	Montessori Teacher College Sacramento

MTI Western Business College

5221 Madison Ave., Sacramento, CA 95841

Phone: 916-339-1500 Fax: 916-339-0305

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Accounting

Occupational Objective:	<i>Accounting Clerk, Bookkeeper, Payroll Clerk</i>
Approximate Cost to Complete:	\$6,161
Average Time to Complete:	9 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	MTI Western Business College

Administrative Assistant

Occupational Objective:	<i>Secretary, Administrative Support</i>
Approximate Cost to Complete:	\$5,898
Average Time to Complete:	7 1/2 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	MTI Western Business College

Business Office Specialist

Occupational Objective:	<i>General Office Worker, Word Processor</i>
Approximate Cost to Complete:	\$4,158
Average Time to Complete:	6 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	MTI Western Business College

MTI Western Business College-continued

Computer Science Degree Program

Occupational Objective: *Computer Operations/Applications/Programming*
 Approximate Cost to Complete: \$11,700
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: MTI Western Business College

Computer Science, Phase 1, Operations

Occupational Objective: *Computer Oper., Data Entry, Applications Specialist*
 Approximate Cost to Complete: \$6,163
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

Computer Science Phase 2, Programming

Occupational Objective: *Computer Programming*
 Approximate Cost to Complete: \$5,555
 Average Time to Complete: 10 months
 Open Entry-Open Exit? no
 Program Entry Requirements: completion of phase 1
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

Data Processing Specialist

Occupational Objective: *Data Processor*
 Approximate Cost to Complete: \$4,210
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

Legal Assistant

Occupational Objective: *Legal Assistant, Paralegal*
 Approximate Cost to Complete: \$7,000-\$12,000
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: associate of applied science degree
 Training Site Location: MTI Western Business College

Legal Secretary

Occupational Objective: *Legal Secretary*
 Approximate Cost to Complete: \$6,453
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

Legal Specialist

Occupational Objective: *Legal Secretary*
 Approximate Cost to Complete: \$4,245
 Average Time to Complete: 6 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

Medical Secretary

Occupational Objective: *Medical Secretary*
 Approximate Cost to Complete: \$6,540
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: MTI Western Business College

My-Le's Beauty College

5972 Stockton Blvd., Sacramento, CA 95824

Phone: 916-422-0223 Fax: 916-422-0224

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cosmetician

Occupational Objective:	<i>Cosmetician, Skin Care Technician</i>
Approximate Cost to Complete:	\$2,015
Average Time to Complete:	600 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma
Training Site Location:	My-Le's Beauty College

Cosmetology

Occupational Objective:	<i>Hairdresser, Cosmetologist</i>
Approximate Cost to Complete:	\$4,765
Average Time to Complete:	1600 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma
Training Site Location:	My-Le's Beauty College

Manicuring

Occupational Objective:	<i>Manicurist, Nail Technician</i>
Approximate Cost to Complete:	\$1,285
Average Time to Complete:	400 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma
Training Site Location:	My-Le's Beauty College

Teacher Trainee

Occupational Objective:	<i>Teacher</i>
Approximate Cost to Complete:	\$1,900
Average Time to Complete:	600 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	16 years or older
Received Upon Completion:	diploma
Training Site Location:	My-Le's Beauty College

National Career Education

6060 Sunrise Vista Dr. #3000, Citrus Heights, CA 95610

Phone: 916-969-4900 Fax: 916-969-4904

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Laboratory Assistant

Occupational Objective:	<i>Laboratory Assistant, EKG Technician, Phlebotomist</i>
Approximate Cost to Complete:	\$5,915
Average Time to Complete:	8 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	National Career Education

Medical Administrative Assistant

Occupational Objective:	<i>Medical Sec., Medical Reception, Medical Front Office</i>
Approximate Cost to Complete:	\$5,944
Average Time to Complete:	8 months
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	National Career Education

National Career Education-continued

Medical AssistantOccupational Objective: *Front Office Personnel, Medical Assistant*

Approximate Cost to Complete: \$5,966

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Career Education

Medical TranscriptionOccupational Objective: *Medical Transcriptionist*

Approximate Cost to Complete: \$5,852

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Career Education

Optical/Optomtric AssistantOccupational Objective: *Optician, Optometric Assistant*

Approximate Cost to Complete: \$5,950

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Career Education

National Education Center--Sawyer Campus

8475 Jackson Rd., Sacramento, CA 95826

Phone: 916-383-1909 Fax: 916-383-0541

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:**Administrative Assistant**Occupational Objective: *Administrative Assistant, Clerical Assistant*

Approximate Cost to Complete: \$5,625

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Ed.Center--Sawyer Campus

Business Computer OperationsOccupational Objective: *Accounting Office Occupations*

Approximate Cost to Complete: \$5,000

Average Time to Complete: 11 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Ed.Center--Sawyer Campus

Business OperationsOccupational Objective: *General Clerk, Reception., Credit/Billing/Data Entry*

Approximate Cost to Complete: \$5,000

Average Time to Complete: 6 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: National Ed.Center--Sawyer Campus

National Education Center--Sawyer Campus-continued

Computer Applications

Occupational Objective: *Account/Bookkeeping Clerk, Computer Operator*
 Approximate Cost to Complete: \$5,625
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Ed.Center--Sawyer Campus

Computerized Accounting Clerk

Occupational Objective: *Accounting Clerk*
 Approximate Cost to Complete: \$3,800
 Average Time to Complete: 4 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Ed.Center--Sawyer Campus

Medical Administrative Assistant

Occupational Objective: *Medical Front Office Occupations*
 Approximate Cost to Complete: \$3,800
 Average Time to Complete: 5 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Ed. Center--Sawyer Campus

Medical Assisting

Occupational Objective: *Med. Assistant/Receptionist, Med. Clerk, Lab Assist.*
 Approximate Cost to Complete: \$5,625
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Education Center--Sawyer Campus

Medical Office Management

Occupational Objective: *Medical or Dental Office Manager*
 Approximate Cost to Complete: \$5,625
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Ed. Center--Sawyer Campus

Secretarial Science Program

Occupational Objective: *Business or Legal Office Occupations*
 Approximate Cost to Complete: \$5,625
 Average Time to Complete: 8 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: diploma
 Training Site Location: National Ed. Center--Sawyer Campus

New Directions Learning Center

2143 Hurley Way, Suite 220, Sacramento, CA 95825
 Phone: 916-927-1515 Fax: 916-927-4097

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Billing Clerk (Medical/Dental office)**

Occupational Objective: *Ins.Clerk, Medical Fee Clerk, Hosp. Admitting Clerk*
 Approximate Cost to Complete: \$4,075
 Average Time to Complete: 14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older
 Received Upon Completion: certificate
 Training Site Location: New Directions Learning Center

New Directions Learning Center-continued

Bookkeeper

Occupational Objective: *Bookkeeper, Accounting Clerk, Payroll Clerk*

Approximate Cost to Complete: \$4,075

Average Time to Complete: 14 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: New Directions Learning Center

General Clerk

Occupational Objective: *Administrative Clerk, Receptionist*

Approximate Cost to Complete: \$2,350

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: New Directions Learning Center

Medical Transcribing

Occupational Objective: *Medical Transcriptionist, Medical Secretary*

Approximate Cost to Complete: \$4,075

Average Time to Complete: 14 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: New Directions Learning Center

Wordprocessing Machine Operator

Occupational Objective: *Word Processing Machine Operator, Typist, Secretary*

Approximate Cost to Complete: \$4,075

Average Time to Complete: 14 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: New Directions Learning Center

Northern California Training Institute

5255 Elkhorn Blvd., Sacramento, CA 95842

Phone: 916-348-4412 Fax: 916-348-4441

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Emergency Medical Technician-1A

Occupational Objective: *Emergency Medical Technician*

Approximate Cost to Complete: \$975

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate and license exam eligibility

Training Site Location: Northern California Training Institute

Paramedic

Occupational Objective: *Paramedic*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 1-1 1/2 years

Open Entry-Open Exit? no

Program Entry Requirements: must be an EMT-1

Received Upon Completion: certificate and license exam eligibility

Training Site Location: Northern California Training Institute

Office Skills Center

9700 Business Park Dr. Suite 204, Sacramento, CA 95827

Phone: 916-363-7058 Fax: 916-363-7432

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Automated Office Specialist

Occupational Objective: *Clerical Occupations*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Office Skills Center

Bookkeeper

Occupational Objective: *Accounts Receivable/Payable Clerk, Bookkeeper*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Office Skills Center

Desktop Publishing

Occupational Objective: *Desktop Publisher*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Office Skills Center

Medical Billing/Secretary

Occupational Objective: *Medical Biller, Medical Secretary*

Approximate Cost to Complete: \$4,995

Average Time to Complete: 20 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Office Skills Center

Microcomputer Operator

Occupational Objective: *Receptionist, General Clerk, Data Entry*

Approximate Cost to Complete: \$2,795

Average Time to Complete: 10 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Office Skills Center

Pacific Coast Horseshoeing School

9625 Florin Rd., Sacramento, CA 95829

Phone: 916-366-6064 Fax: 916-366-6618

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Farrier Science

Occupational Objective: *Farrier (Horseshoer)*

Approximate Cost to Complete: \$3,500

Average Time to Complete: 11 weeks

Open Entry-Open Exit? no

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Pacific Coast Horseshoeing School

Pacific Pet Grooming Institute

1734 Eastern Ave., Sacramento, CA 95864

Phone: 916-483-5826 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Professional Pet Grooming

Occupational Objective: *Pet Grooming, Veterinarian Assistant*

Approximate Cost to Complete: \$3,200

Average Time to Complete: 720 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Pacific Pet Grooming Institute

Pacific Technical Institute

1325 Howe Ave., Suite 103, Sacramento, CA 95826

Phone: 916-564-8000 Fax: 916-564-8005

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Electronic Office Equipment Repair Technology

Occupational Objective: *Copy Machine and Fax Repairer*

Approximate Cost to Complete: \$5,800

Average Time to Complete: 12 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Received Upon Completion: certificate

Training Site Location: Pacific Technical Institute

Information Management & Design Technology

Occupational Objective: *Graphic Design, Admin. Assistant, Desktop Publishing*

Approximate Cost to Complete: \$5,900

Average Time to Complete: 13 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Received Upon Completion: certificate

Training Site Location: Pacific Technical Institute

Information Management Technology

Occupational Objective: *Clerical Occupations*

Approximate Cost to Complete: \$2,840

Average Time to Complete: 10 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Received Upon Completion: certificate

Training Site Location: Pacific Technical Institute

Pacific Technical Institute-continued

Medical Secretary/Receptionist/Billing ClerkOccupational Objective: *Medical Office Occupations*

Approximate Cost to Complete: \$4,630

Average Time to Complete: 16 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Received Upon Completion: certificate

Training Site Location: Pacific Technical Institute

Professional Sales Training & CommunicationOccupational Objective: *Sales/Marketing/Account Representative positions*

Approximate Cost to Complete: \$3,700

Average Time to Complete: 8 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school

Received Upon Completion: certificate

Training Site Location: Pacific Technical Institute

Patterson Aviation Academy

6133 Freeport Blvd., Sacramento, CA 95822

Phone: 916-428-8292 Fax: 916-428-3032

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Program Offered:**Professional Pilot Program**Occupational Objective: *Airline Pilot, Charter Pilot, Flight Instructor*

Approximate Cost to Complete: \$25,000

Average Time to Complete: 18 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate and license eligibility

Training Site Location: Patterson Aviation Academy

Paxton Trade Schools

8350 Auburn Blvd., Suite 125, Citrus Heights, CA 95610

Phone: 916-729-2636 Fax: 916-729-2686

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Advanced Automation**Occupational Objective: *PLC Programmer, Industrial/Electrical Technician*

Approximate Cost to Complete: \$4,250

Average Time to Complete: 18 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Paxton Trade Schools

Residential/Industrial ElectricityOccupational Objective: *Apprentice Electrician*

Approximate Cost to Complete: \$4,250

Average Time to Complete: 18 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Paxton Trade Schools

Precision Technical Institute

5330 Power Inn Rd. Suite D, Sacramento, CA 95820

Phone: 916-386-8466 Fax: 916-386-8466

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

AutoCAD

Occupational Objective: *AutoCad Drafter*

Approximate Cost to Complete: \$2,225/days, \$1,175/evenings

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

AutoCAD(Advanced)

Occupational Objective: *AutoCad Drafter*

Approximate Cost to Complete: \$1,275/days, \$925 evenings

Average Time to Complete: 4 weeks/days, 6 weeks evenings

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

Civil Drafting

Occupational Objective: *Civil Drafter*

Approximate Cost to Complete: \$2,275

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

Electro-Mechanical Drafting

Occupational Objective: *Electro-Mechanical Drafter*

Approximate Cost to Complete: \$2,275

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

Mechanical Drafting

Occupational Objective: *Mechanical Drafter*

Approximate Cost to Complete: \$6,475

Average Time to Complete: 24 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

Structural/Architectural Drafting

Occupational Objective: *Structural/Architectural Drafter*

Approximate Cost to Complete: \$2,275

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Precision Technical Institute

Purple Heart Veterans Rehabilitation Services

615 S St., Sacramento, CA 95814

Phone: 916-454-6076 Fax: 916-442-1808

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Building Maintenance Technician

Occupational Objective: *Building Maintenance Technician*

Approximate Cost to Complete: \$1,985

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Purple Heart Veterans Rehab. Services

Major Appliance Repair & Service

Occupational Objective: *Heating/A.C./Refrigeration Repair Technician*

Approximate Cost to Complete: \$1,985

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Purple Heart Veterans Rehab. Services

Rudolf Steiner College

9200 Fair Oaks Blvd., Fair Oaks, CA 95628

Phone: 916-961-8727 Fax: 916-961-8731

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Program Offered:

Waldorf School Teacher Training

Occupational Objective: *Waldorf School Teacher*

Approximate Cost to Complete: \$14,000

Average Time to Complete: 2 years (4 yrs. summer)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma (M.A./B.A. completion options)

Training Site Location: Rudolf Steiner College

Sacramento Executive Helicopters

6107 Freeport Blvd., Sacramento, CA 95624

Phone: 916-424-9691 Fax: 916-424-0304

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Helicopter Training Course (commercial)

Occupational Objective: *Commercial Helicopter Pilot*

Approximate Cost to Complete: \$28,000

Average Time to Complete: 8 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate/license

Training Site Location: Sacramento Executive Helicopters

Salvatore's College of Hair Styling

8275 Florin Rd., Suite 170, Sacramento, CA 95828

Phone: 916-381-8455 Fax: 916-381-6939

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Cosmetology

Occupational Objective: *Cosmetologist*

Approximate Cost to Complete: \$5,205

Average Time to Complete: 54 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Salvatore's College of Hair Styling

Instructor Trainee

Occupational Objective: *Cosmetology Instructor*

Approximate Cost to Complete: \$1,975

Average Time to Complete: 25 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: cosmetology license + high school diploma/GED

Received Upon Completion: diploma and license eligibility

Training Site Location: Salvatore's College of Hair Styling

Manicuring

Occupational Objective: *Manicurist*

Approximate Cost to Complete: \$1,306

Average Time to Complete: 12 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: diploma and license eligibility

Training Site Location: Salvatore's College of Hair Styling

Sebastian Schaeffer Institute

4800 Manzanita Ave., Suite 8, Carmichael, CA 95608

Phone: 916-488-5564 Fax: 916-988-6568

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Advanced Floral Design

Occupational Objective: *Floral Designer, Flower Shop Owner*

Approximate Cost to Complete: \$995

Average Time to Complete: 5 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sebastian Schaeffer Institute

Basic Floral Design

Occupational Objective: *Floral Designer, Flower Shop Owner*

Approximate Cost to Complete: \$3,995

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sebastian Schaeffer Institute

Sierra Hi-Tech

7144 Fair Oaks Blvd., Carmichael, CA 95608

Phone: 916-488-8208 Fax: 916-488-9058

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Computer Service Technology

Occupational Objective: *Computer Service Technician*

Approximate Cost to Complete: \$5,325

Average Time to Complete: 15 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sierra Hi-Tech

Electronic Repair Technology

Occupational Objective: *Electronic Technician, Computer Technician*

Approximate Cost to Complete: \$8,500

Average Time to Complete: 30 weeks

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sierra Hi-Tech

General Drafting/CADD

Occupational Objective: *Drafter, CAD Drafter*

Approximate Cost to Complete: \$8,500

Average Time to Complete: 30 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sierra Hi-Tech

Silva Technical Institute

1010 El Camino Ave., Sacramento, CA 95815

Phone: 916-685-1409 Fax: none

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Commercial Refrigeration/Air Conditioning

Occupational Objective: *Commercial Refrigeration/Air Cond. Service Tech.*

Approximate Cost to Complete: \$8,700

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: adults

Received Upon Completion: cert., diploma, license exam eligibility

Training Site Location: Silva Technical Institute

The College for Early Childhood Educators

910 Howe Ave., Sacramento, CA 95825

Phone: 916-921-2400 Fax: 916-921-2581

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Professional Child Care Specialist

Occupational Objective: *Preschool Teacher, Profess. Nannie, Day Care Owner*

Approximate Cost to Complete: \$7,900

Average Time to Complete: 36-44 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: diploma

Training Site Location: College for Early Childhood Educators

Timberline Construction Education Center

8788 Greenback Lane, Suite 105, Orangevale, CA 95662

Phone: 916-989-5580 Fax: none

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Building Inspection

Occupational Objective:	<i>Building Inspector</i>
Approximate Cost to Complete:	\$6,822
Average Time to Complete:	14 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/construction background
Received Upon Completion:	certificate
Training Site Location:	Timberline Construction Ed. Center

Construction Estimating

Occupational Objective:	<i>Construction Estimating</i>
Approximate Cost to Complete:	\$6,822
Average Time to Complete:	14 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/construction background
Received Upon Completion:	certificate
Training Site Location:	Timberline Construction Ed. Center

Construction Project Management

Occupational Objective:	<i>Project Manager</i>
Approximate Cost to Complete:	\$6,822
Average Time to Complete:	14 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/construction background
Received Upon Completion:	certificate
Training Site Location:	Timberline Construction Ed. Center

Construction Superintendent

Occupational Objective:	<i>General Superintendent</i>
Approximate Cost to Complete:	\$6,822
Average Time to Complete:	14 weeks
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults w/construction background
Received Upon Completion:	certificate
Training Site Location:	Timberline Construction Ed. Center

Travel & Tourism Institute

101 El Camino Plaza, Sacramento, CA 95815

Phone: 916-922-5500 Fax: 916-927-0454

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Travel Agent Training

Occupational Objective:	<i>Travel Agent</i>
Approximate Cost to Complete:	\$1,350-1,695
Average Time to Complete:	10-18 weeks
Open Entry-Open Exit?	no
Program Entry Requirements:	adults and high school graduates/GED
Received Upon Completion:	diploma
Training Site Location:	Travel & Tourism Institute

Trinity Life Bible College

5225 Hillsdale Blvd., Sacramento, CA 95842

Phone: 916-348-4689 Fax: 916-348-4681

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	Yes	GED Assistance:	No

Program Offered:

Ministerial Arts

Occupational Objective: *Pastors, Youth Ministers, Christian Ed. Ministers*

Approximate Cost to Complete: \$5,500

Average Time to Complete: 2 years/days, 3 years/evenings

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: degree, diploma, certificates

Training Site Location: Trinity Life Bible College

Truck Driving Academy

5711 Florin Perkins, Sacramento, CA 95828

Phone: 916-381-2285 Fax: 916-381-4359

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Truck Driving Academy-continued

Program Offered:

Truck Driver Training

Occupational Objective: *Truck Driver, Heavy or Light*

Approximate Cost to Complete: \$4,290

Average Time to Complete: 8 wks/days, 16 wks/evenings

Open Entry-Open Exit? no

Program Entry Requirements: adults w/clean DMV

Received Upon Completion: certificate

Training Site Location: Truck Driving Academy

Universal School of Master Locksmithing

3201 Fulton Ave., Sacramento, CA 95821

Phone: 916-482-4216 Fax: 916-485-9385

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Locksmith Correspondence & Shop Training

Occupational Objective: *Locksmith*

Approximate Cost to Complete: \$999 or \$2,797

Average Time to Complete: 2-4 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Universal School of Locksmithing

Vocational Evaluation Services, Inc.

9848 Business Park Dr., Suite D, Sacramento, CA 95827

Phone: 916-364-8488 Fax: 916-364-8486

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:

Cashier/Retail Sales

Occupational Objective:	<i>Cashier, Retail Sales Occs., Ticket & Rental Clerk</i>
Approximate Cost to Complete:	\$3,000
Average Time to Complete:	240 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Legal Transcription

Occupational Objective:	<i>Legal Transcriptionist, Stenographer</i>
Approximate Cost to Complete:	\$5,000
Average Time to Complete:	400 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Medical Billing-Insurance Billing

Occupational Objective:	<i>Medical Biller, Insurance Biller</i>
Approximate Cost to Complete:	\$5,500
Average Time to Complete:	440 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Medical Transcription

Occupational Objective:	<i>Medical Transcriptionist, Stenographer</i>
Approximate Cost to Complete:	\$5,000
Average Time to Complete:	400 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Non-Emergency Dispatching

Occupational Objective:	<i>Dispatcher, Router, Transportation Agent</i>
Approximate Cost to Complete:	\$5,000
Average Time to Complete:	400 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Receptionist

Occupational Objective:	<i>Receptionist, Office Assistant</i>
Approximate Cost to Complete:	\$3,000
Average Time to Complete:	240 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Secretary, General

Occupational Objective:	<i>Secretary, Clerical Supervisor, Office Manager</i>
Approximate Cost to Complete:	\$5,500
Average Time to Complete:	440 hours
Open Entry-Open Exit?	yes
Program Entry Requirements:	adults
Received Upon Completion:	certificate
Training Site Location:	Vocational Evaluation Services, Inc.

Vocational Evaluation Services-continued

Secretary, LegalOccupational Objective: *Legal Secretary*

Approximate Cost to Complete: \$5,500

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Vocational Evaluation Services, Inc.

Secretary, MedicalOccupational Objective: *Medical Secretary*

Approximate Cost to Complete: \$5,500

Average Time to Complete: 440 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Vocational Evaluation Services, Inc.

Word ProcessorOccupational Objective: *Word Processor, Posting Clerk, Data Entry Clerk*

Approximate Cost to Complete: \$5,000

Average Time to Complete: 400 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults

Received Upon Completion: certificate

Training Site Location: Vocational Evaluation Services, Inc.

Western Career College

8909 Folsom Blvd., Sacramento, CA 95826

Phone: 916-361-1660 Fax: 916-361-6666

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**Dental Assisting**Occupational Objective: *Dental Assistant*

Approximate Cost to Complete: \$7,495

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Health Care ReceptionistOccupational Objective: *Medical Receptionist*

Approximate Cost to Complete: \$3,275

Average Time to Complete: 5 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Medical AssistingOccupational Objective: *Medical Assistant*

Approximate Cost to Complete: \$6,975

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Western Career College-continued

Medical BillerOccupational Objective: *Medical Biller*

Approximate Cost to Complete: \$6,975

Average Time to Complete: 10 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Nurse Assistant/Home Health AideOccupational Objective: *Nurse Assistant, Home Health Aide*

Approximate Cost to Complete: \$2,375

Average Time to Complete: 3 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Pharmacy TechnicianOccupational Objective: *Pharmacy Technician*

Approximate Cost to Complete: \$8,475

Average Time to Complete: 11 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Veterinary TechnicianOccupational Objective: *Animal Health Technician*

Approximate Cost to Complete: \$10,975

Average Time to Complete: 12 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Western Career College

Western Truck School

4519 West Capitol Ave., West Sacramento, CA 95691

Phone: 916-372-6500 Fax: 916-372-8736

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Programs Offered:**National Highway Career**Occupational Objective: *Truck Driver, Heavy Duty*

Approximate Cost to Complete: \$4,295

Average Time to Complete: 9 weeks

Open Entry-Open Exit? no

Program Entry Requirements: 21 years or older

Received Upon Completion: diploma and Class A license eligibility

Training Site Location: Western Truck School

Tractor/Trailer Operator ProgramOccupational Objective: *Truck Driver*

Approximate Cost to Complete: \$3,395

Average Time to Complete: 4 weeks

Open Entry-Open Exit? no

Program Entry Requirements: 21 years or older

Received Upon Completion: diploma and Class A license eligibility

Training Site Location: Western Truck School

Wisdom Center Technologies & Institute

3550 Watt Ave., Suite 140, Sacramento, CA 95821

Phone: 916-484-1700 Fax: 916-483-1201

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No

Program Offered:

Behavioral Therapist/Clinical Hypnotherapist

Occupational Objective: *Behavioral Therapist, Clinical Hypnotherapist*

Approximate Cost to Complete: \$3,144

Average Time to Complete: 6 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: diploma

Training Site Location: Wisdom Center Technologies & Institute

Sacramento County Regional Occupational Programs

10170 Missile Way, Mather AFB, CA 95655

Phone: 916-228-2230 Fax: 916-228-2459

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:

Account Clerk/Computer Assisted

Occupational Objective: *Account Clerk, Receptionist, Data Entry*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 4 sites, contact Sacramento County ROP for locations

Administration of Justice

Occupational Objective: *Law Enforcement, Security*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 3 sites, contact Sacramento County ROP for locations

Advanced Office Technology

Occupational Objective: *Gen. Office (include legal & med. insurance) Worker*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Valley High School-6500 Erhardt Ave.

Agriculture: Mechanic (Advanced)

Occupational Objective: *Welder, Mechanic, Painter, Designer*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Galt High School
145 N. Lincoln Way, Galt

Agriculture: Sales and Service

Occupational Objective: *Ag. Sales Clerk, Vet. Assistant, Ag. Production Worker*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Elk Grove High School
9800 Elk Grove-Florin Rd.

Agriculture: Sales and Service/Animal Industry

Occupational Objective: *Veterinarian Assistant or Receptionist, Pet Store Clerk*

Approximate Cost to Complete: N/A

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Casa Roble High School-9151 Oak Ave.

Air and Travel Careers

Occupational Objective: *Travel Agent, Airline Passenger Rep., Ramp Agent*

Approximate Cost to Complete: N/A

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Natomas High School-2400 Unity Way

Sacramento County Regional Occupational Programs-continued

Air Cond. & Heating Installation Tech.

Occupational Objective: *Heating & A.C. Service Tech., Stationary Engineer*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Mather AFB-10170 Missile Way

Animal Care Technician

Occupational Objective: *Veterinary Assistant, Pet Shop Worker, Zoo Attendant*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Hiram Johnson High School
 West Campus-6879 14th Ave.

Auto Body Painting & Repair

Occupational Objective: *Auto Body Repair Person, Auto Painter*
 Approximate Cost to Complete: \$20 (adults)
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 3 sites, contact Sacramento County ROP
 for locations

Auto Body Painting & Repair (Advanced)

Occupational Objective: *Auto Body Repair Person*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Mather AFB, 10170 Missile Way

Auto Mechanic Technician I

Occupational Objective: *Entry-Level Auto Mechanic*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1-2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: advance to Technician II
 Training Site Location: 4 sites, contact Sacramento County ROP
 for locations

Auto Mechanic Technician II

Occupational Objective: *Emission Control Technician*
 Approximate Cost to Complete: \$10 (adults)
 Average Time to Complete: 80 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Encina High School-1400 Bell St.

Auto Mechanic Technician II

Occupational Objective: *Emission Control Technician*
 Approximate Cost to Complete: \$200 (adults)
 Average Time to Complete: 144 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate and eligibility for B.A.R. exam
 Training Site Location: Mather AFB-10170 Missile Way

Auto Mechanic Technician II, Engine Performance

Occupational Objective: *Entry-level Technician*
 Approximate Cost to Complete: \$75 (adults)
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Encina High School-1400 Bell;
 Mather AFB-10170 Missile Way

Sacramento County Regional Occupational Programs-continued

Automotive Apprenticeship

Occupational Objective: *Automobile Technician Journeyman*
 Approximate Cost to Complete: \$50 year
 Average Time to Complete: 4 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults (machinist union members only)
 Received Upon Completion: journeyman classification
 Training Site Location: Mather AFB, 10170 Missile Way

Bakery Academy

Occupational Objective: *Cake Decorator, Baker's Assistant*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan High School
 7551 Greenback Lane

Banking Equipment Repair

Occupational Objective: *Banking Equipment Repair Technician*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older
 Received Upon Completion: certificate
 Training Site Location: Hiram Johnson High School
 Main Campus-6879 14th Ave.

Banking Occupations: General

Occupational Objective: *Bank Teller*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan H.S.-7551 Greenback Lane
 Del Campo H.S.-4925 Dewey Drive

Business Operations & Management

Occupational Objective: *Computerized Information Management Specialist*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Kennedy H.S.-6715 Gloria Dr
 Thurgood Marshall H.S.-1400 Dickson St

Business Operations & Management

Occupational Objective: *Clerk Typist, Receptionist, Word Processor*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Hiram Johnson High School
 Main Campus-6879 14th Ave.

Careers With Children

Occupational Objective: *Day Care Aide/Teacher*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 4 sites, contact Sacramento County ROP
 for locations

Central Service Technician-Hospital

Occupational Objective: *Certified Central Service Technician*
 Approximate Cost to Complete: \$40 (adults)
 Average Time to Complete: 20 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: El Camino Convalescent Hospital
 2540 Carmichael Way

Sacramento County Regional Occupational Programs-continued

Chiropractic Assistant

Occupational Objective: *Chiropractic Assistant*
 Approximate Cost to Complete: \$40 (adults)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Roseville H.S.-601 Tahoe Ave
 Valley H.S.-6500 Erhardt Ave.

Computer Assisted Design/Drafting

Occupational Objective: *Drafting, Architecture, System Managers*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Hiram Johnson High School
 Main Campus-6879 14th Ave.

Computer Assisted Design/Drafting

Occupational Objective: *Computer Drafting, General Engineering Office Work*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan High School
 7551 Greenback Lane

Computer Graphics

Occupational Objective: *Computer Graphics*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Hiram Johnson High School
 Main Campus-6879 14th Ave.

Computer Graphics/Printing

Occupational Objective: *Computer Graphics/Printing*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 4 sites, contact Sacramento County ROP
 for locations

Construction & Remodeling Skills

Occupational Objective: *Carpenter*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 3 sites, contact Sacramento County ROP
 for locations

Custodial Training

Occupational Objective: *Custodial, Groundskeeping*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 10-14 weeks
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Goodwill Industries-6648 Franklin Blvd.

Data Processing: Computer Operations & Programming

Occupational Objective: *Office Clerk, Data Entry Clerk*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Galt High School
 145 N. Lincoln Way, Galt

Sacramento County Regional Occupational Programs-continued

Data Processing: Computer Operations & ProgrammingOccupational Objective: *Computer Programmer/Operator*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Hiram Johnson High School

Main Campus-6879 14th Ave.

Dental AssistantOccupational Objective: *Dental Assistant*

Approximate Cost to Complete: \$150 (adults)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Palmiter High School-2040 Ethan Way

Dental Radiation Training and SafetyOccupational Objective: *Radiographic Operator*

Approximate Cost to Complete: \$120 (adults)

Average Time to Complete: 45 hours

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate (CA State Dental X-Ray)

Training Site Location: Palmiter High School-2040 Ethan Way

Electronics TechnologyOccupational Objective: *Computer & Electronic Service Technician*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Encina High School-1400 Bell St.

Electronics TechnologyOccupational Objective: *Electronic Assembler, Entry Level Radio/TV Tech*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate (possible college credit)

Training Site Location: Hiram Johnson High School

Main Campus-6879 14th Ave.

EMT, Emergency Medical TechnicianOccupational Objective: *EMT 1*

Approximate Cost to Complete: \$40 (adults) + books

Average Time to Complete: 180 hours

Open Entry-Open Exit? yes

Program Entry Requirements: 17 years or older

Received Upon Completion: certificate

Training Site Location: Galt High School

145 N. Lincoln Way, Galt

Environmental Related OccupationsOccupational Objective: *Floral Designer, Nursery Sales*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Casa Roble High School-9151 Oak Ave.

Equipment Operator/ Maintenance & Repair (Heavy Duty)Occupational Objective: *Heavy Equip. Operator, Heavy Equipment Repairer*

Approximate Cost to Complete: \$25 (adult)

Average Time to Complete: 9 months

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Teichert Trade Center, 5304 Excelsior Rd.

Sacramento County Regional Occupational Programs-continued

Fabrics/Fashions

Occupational Objective: *Fabric/Fashion Sales*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan H.S.-7551 Greenback Lane

Fire Control Technician

Occupational Objective: *Fire Fighter*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Highlands H.S.-6601 Guthrie Way;
 Teichert Trade Ctr.-5304 Excelsior Rd.

Floral Design and Merchandising

Occupational Objective: *Floral Designer*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Florin High School
 7956 Cottonwood Drive

Food Service Occupations: Catering

Occupational Objective: *Food Preparation, Caterer, Waiter/Waitress*
 Approximate Cost to Complete: varies by site
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 3 sites, contact Sacramento County ROP
 for locations

Food Service Related Occupations

Occupational Objective: *Waiter/Waitress, Bussperson, Cashier*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Estrillita H.S.-117 Camelia Way
 Rio Vista H.S.-410 South 4th St.

Food Service: Restaurant & Commercial Food Prep.

Occupational Objective: *Cashier, Caterer Assistant*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Estrellita H.S.-117 Camelia Way, Galt;
 Skills Center-2751 Stockton Blvd.

Graphic Arts Occupations (Printing)

Occupational Objective: *Computers, Printing*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Grant District Office-1333 Grand Ave.

Hazardous Materials Handling

Occupational Objective: *Hazardous Materials Handling*
 Approximate Cost to Complete: Fee for CPR card
 Average Time to Complete: 90 hours
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older
 Received Upon Completion: certificate
 Training Site Location: Teichert Trade Center, 5304 Excelsior Rd.

Sacramento County Regional Occupational Programs-continued

Health and Hospital Careers-H.A.T.S.Occupational Objective: *Entry-Level Hospital Occupations*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 6 sites, contact Sacramento County ROP for locations

Hospitality Services OccupationsOccupational Objective: *Desk Clerk, P.B.X. Operators, Sales Department Clerk*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: contact Sacramento County ROP for location

Instructional AideOccupational Objective: *Instructional Aide*

Approximate Cost to Complete: \$12 (adults)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate (4 college units possible)

Training Site Location: Foothill High School-5000 McCloud Ave.

Media ProductionOccupational Objective: *Video Production, Computer Graphics*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Florin High School
7956 Cottonwood Drive**Medical Assistant**Occupational Objective: *Medical Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: Burbank H.S.-3500 Florin Rd.
Roseville H.S.-601 Tahoe Ave.**Medical Insurance Billing/Coding**Occupational Objective: *Medical Insurance Billing/Coding Clerk*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 semester

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: C.K. McClatchy High School
3066 Freepoint Blvd.**Medical Terminology**Occupational Objective: *Prerequisite course for Medical Transcription*

Approximate Cost to Complete: \$30 (adults)

Average Time to Complete: 1 semester

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 5 sites, contact Sacramento County ROP for locations

Microcomputers: Terminology & UseOccupational Objective: *Computer Operator*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 semester

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Received Upon Completion: certificate

Training Site Location: C.K. McClatchy High School
3066 Freepoint Blvd.

Sacramento County Regional Occupational Programs-continued

Motorcycle & Recreation Vehicle Repair

Occupational Objective: *Motorcycle Mechanic, Small Engine Repair*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Encina High School-1400 Bell St.

Nursery, Landscape & Grounds Maint.

Occupational Objective: *Floral Shop Designer/Nursery Sale/Landscape Design.*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Burbank High School-3500 Florin Rd
 Mather AFB-10170 Missile Way

Nursing Assistant/Home Health Aide

Occupational Objective: *Nursing Assistant, Home Health Aide*
 Approximate Cost to Complete: \$45 (adults)
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: El Camino & Elk Grove Convalescent Hospitals

Office Careers

Occupational Objective: *Receptionist, Clerk Typist, General Office Skills*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 3 sites, contact Sacramento County ROP for locations

Office Occupation: Developmentally Disadvantaged

Occupational Objective: *Office Assistant, File Clerk, General Receptionist*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 11 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Palmiter High School-2040 Ethan Way

Office Occupations

Occupational Objective: *Secretary, Office Assistant, Receptionist*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Elk Grove High School
 9800 Elk Grove-Florin Rd.

Office Occupations/Electronic Business Machines

Occupational Objective: *Data Entry Clerk, Accounts Receivable, Gen. Office*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Folsom High School-715 Riley St.

Office Occupations: Government Services

Occupational Objective: *Clerk/Receptionist, Office Assistant I*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: C.K. McClatchy High School
 3066 Freepoint Blvd.

Sacramento County Regional Occupational Programs-continued

Office Occupations: Legal/Med. SecretaryOccupational Objective: *Legal Office Clerk/Typist, Medical Office*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Foothill H.S.-5000 McCloud Ave
Rio Americano H.S.**Office Occupations: Microcomputers, Term. & Use**Occupational Objective: *Data Entry, Word Processing*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 semester

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Burbank High School-3500 Florin Road

Office Occupations: Microcomputers, Term. & UseOccupational Objective: *Secretary, Clerk/Typist*

Approximate Cost to Complete: N/A

Average Time to Complete: 90 hours

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: River City High School
1100 Clarendon Road**Office Occupations: Microcomputers, Terminology & Use**Occupational Objective: *Computer Operator, Office Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 8 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Palmiter High School-2040 Ethan Way

Office Occupations: Word Processing/Key Data EntryOccupational Objective: *Word Processing, Data Entry, General Office*

Approximate Cost to Complete: N/A

Average Time to Complete: 1-2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: 4 sites, contact Sacramento County ROP
for locations**Pharmacy Technician**Occupational Objective: *Pharmacy Technician*

Approximate Cost to Complete: \$60 (adults)

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Sacramento Urban League
8928 Volunteer Lane**Photography: Lab/Production Specialist**Occupational Objective: *Still Photographer, Photo Journalist*

Approximate Cost to Complete: N/A

Average Time to Complete: 2 semesters

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: C.K. McClatchy High School
3066 Freeport Blvd.**Property Maintenance & Management**Occupational Objective: *Bldg. Maint., Construction Helper, Warehouse Person*

Approximate Cost to Complete: N/A

Average Time to Complete: 1-2 years

Open Entry-Open Exit? yes

Program Entry Requirements: adults and high school graduates/GED

Received Upon Completion: certificate

Training Site Location: Rio Linda H.S.-6309 Dry Creek Blvd.;
Mather AFB-10170 Missile Way

Sacramento County Regional Occupational Programs-continued

Retail Cosmetics/Sales Representative

Occupational Objective: *Cosmetic Sales Assoc., Demonstrator, Beauty Advisor*
 Approximate Cost to Complete: \$25 (adults)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Valley High School-6500 Erhardt Ave.

Retail Sales & Merchandising Careers

Occupational Objective: *Cashier, Stock Clerk, Sales*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1-2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 6 sites, contact Sacramento County ROP for locations

Retailing: Home Improvement/Hardware

Occupational Objective: *Hardware Salesperson, Receiving Clerk*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 9 months
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan High School
 7551 Greenback Lane

Small Business Mgmt./Entrepreneurship

Occupational Objective: *Small Business Ownership*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 semester
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Palmiter High School-2040 Ethan Way

Sports Therapy & Fitness Technician

Occupational Objective: *Physical Therapy Aide, Fitness/Athletic Trainer*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: 3 sites, contact Sacramento County ROP for locations

Stage Technology

Occupational Objective: *Stage Hand, Lighting Technician, Audio Technician*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Sacramento High School-2315 34th Street

Television Occupations

Occupational Objective: *TV and Radio Production, Script Writing*
 Approximate Cost to Complete: \$20 (adults)
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Coloma Community Center-4623 T St.

Television Occupations

Occupational Objective: *Camera Operator, Producer, Writer*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: San Juan High School
 7551 Greenback Lane

Sacramento County Regional Occupational Programs-continued

Welding: Heavy Metals & Fabrication

Occupational Objective: *Welding*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Grant High School-1400 Grand Ave.

Wood Products Specialties

Occupational Objective: *Cabinetmaker, Carpenter, Lumber Sales*
 Approximate Cost to Complete: \$20-\$80 (adults)
 Average Time to Complete: 1-2 years
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Rio Linda High School-6309 Dry Creek Blvd.

Woodworking Careers/Specialties

Occupational Objective: *Cabinetmaking*
 Approximate Cost to Complete: \$12 (Adults)
 Average Time to Complete: 2 semesters
 Open Entry-Open Exit? yes
 Program Entry Requirements: adults and high school graduates/GED
 Received Upon Completion: certificate
 Training Site Location: Casa Roble High School-9151 Oak Ave.

Yolo County Regional Occupational Programs

1240 Harter Ave., Woodland, CA 95776
 Phone: 916-668-3772 Fax: 916-668-3850

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	No	GED Assistance:	Yes

Programs Offered:**Agriculture: Farm/Power Mechanics**

Occupational Objective: *Equipment Repair Person*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Winters High School

Architectural & Engineering Drafting

Occupational Objective: *Entry-Level Drafter*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Davis High School

Architectural Design/Advanced Mechanical

Occupational Objective: *Entry-Level Drafting & Drawing*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Woodland High School

Yolo County Regional Occupational Programs-continued

Automotive Technology

Occupational Objective: *Entry Level Auto Mechanic*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate/college credit
 Training Site Location: Woodland High School

Cabinet Making & Furniture Technology

Occupational Objective: *Cabinetmaker, Installer*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Winters High School

Careers with Children

Occupational Objective: *Child Care Assistant, Preschool Teacher Aid*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate/college credit
 Training Site Location: Woodland High School

Computer Aided Drafting (CADD)

Occupational Objective: *Computerized Drafting*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Woodland High School

Computer Applications/Programming

Occupational Objective: *Entry-Level Computer Prog., Data Process. Assistant*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate/college credit
 Training Site Location: Davis High School

Computer Business Applications

Occupational Objective: *Miscellaneous Computer Occupations*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate/college credit
 Training Site Location: Davis, Esparto, Winters, & Woodland High Schools

Computer Programming-Advanced

Occupational Objective: *Computer Programmer, Data Processing Assistant*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Woodland High School

Computerized Accounting

Occupational Objective: *Computerized Accounting*
 Approximate Cost to Complete: N/A
 Average Time to Complete: 1 year
 Open Entry-Open Exit? yes
 Program Entry Requirements: 16 years or older, Yolo County resident
 Received Upon Completion: certificate
 Training Site Location: Winters & Woodland High Schools

Yolo County Regional Occupational Programs-continued

Construction TechnologyOccupational Objective: *Cabinetmakers*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Crop ScienceOccupational Objective: *Harvesting/Irrigation Worker*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Desktop PublishingOccupational Objective: *Miscellaneous Computer Occupations*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Esparto High School

Floriculture DesignOccupational Objective: *Floriculture Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Winters High School

Food Service (Educated Eatery)Occupational Objective: *Waiter, Waitress, Cook Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Davis High School

Health Careers: Diagnostics ServicesOccupational Objective: *Audiology Assistant, Electrocardiograph Technician*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Health Careers: Support ServicesOccupational Objective: *Central Supply Technician/Aide*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Health Careers: Therapeutic ServicesOccupational Objective: *Occupational Therapy Aide, Speech Therapy Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Yolo County Regional Occupational Programs-continued

Interior DesignOccupational Objective: *Window Covering, Showcase Design*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Davis High School

Landscaping DesignOccupational Objective: *Landscaper, Sprinkler Installer*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Winters & Woodland High Schools

Metal Trades TechnologyOccupational Objective: *Taken for entry into two-year college programs*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Davis High School

Office TechnologyOccupational Objective: *Miscellaneous Computer Occupations*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate/college credit

Training Site Location: Woodland High School

Office TechnologyOccupational Objective: *Higher level Secretarial/Word Processing Occupations*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Davis, Esparto, Winters, & Woodland High Schools

Retail Sales & MerchandisingOccupational Objective: *Salesclerk/Associate, Inventory Clerk*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland High School

Welding TechnologyOccupational Objective: *Welder's Assistant*

Approximate Cost to Complete: N/A

Average Time to Complete: 1 year

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older, Yolo County resident

Received Upon Completion: certificate

Training Site Location: Woodland & Davis High Schools

California State University, Sacramento

6000 J Street, Sacramento, CA 95819

Phone: 916-278-6351 Fax: N/A

Degree Programs

Accountancy Concentration (Undergraduate)

Accountancy (Graduate)

Anthropology (Undergraduate)

Anthropology (Graduate)

Art (Graduate)

Art (Undergraduate)

Asian Studies (Undergraduate)

Biological Sciences (Undergraduate)

Biological Sciences (Graduate)

Biomedical Engineering (Graduate)

Business Administration (Graduate)

Chemistry (Undergraduate)

Chemistry (Graduate)

Child Development (Undergraduate)

Civil Engineering (Undergraduate)

Civil Engineering (Graduate)

Communication Studies (Graduate)

Communication Studies (Undergraduate)

Computer Science (Graduate)

Computer Science (Undergraduate)

Computer Engineering (Undergraduate)

Counseling (Graduate)

Criminal Justice (Graduate)

Criminal Justice (Undergraduate)

Drama (Undergraduate)

Drama (Graduate)

Economics (Graduate)

Economics (Undergraduate)

Education (Graduate)

Electrical & Electronic Engineering (Undergraduate)

Electrical & Electronic Engineering (Graduate)

Engineering Technology: Construction Mgmt. (Undergraduate)

English (Undergraduate)

English (Graduate)

Environmental Studies (Undergraduate)

Ethnic Studies (Undergraduate)

Finance Concentration (Undergraduate)

French (Graduate)

French (Undergraduate)

Geography (Undergraduate)

Geology (Undergraduate)

German (Undergraduate)

German (Graduate)

Gerontology (Undergraduate)

Government/International Relations (Undergraduate)

Government/Journalism (Undergraduate)

Government (Graduate)

Health & Safety Studies (Undergraduate)

History (Graduate)

History (Undergraduate)

Home Economics/Interior Design (Undergraduate)

Humanities (Undergraduate)

Insurance Concentration (Undergraduate)

International Business Concentration (Undergraduate)

International Affairs (Graduate)

Journalism (Undergraduate)

Liberal Arts (Graduate)

Liberal Studies (Undergraduate)

Management Information Systems Concentration (Undergraduate)

Managing Human Resources Concentration (Undergraduate)

Marine Science (Graduate)

Marketing Concentration (Undergraduate)

Math/Statistics (Undergraduate)

Mathematics (Graduate)

Mechanical Engineering (Undergraduate)

Mechanical Engineering (Graduate)

Mechanical Engineering Technology (Undergraduate)

Music (Undergraduate)

Music (Graduate)

Nursing (Graduate)

Nursing (Undergraduate)

Operations Management Concentration (Undergraduate)

Philosophy (Undergraduate)

Physical Therapy (Undergraduate)

Physical Education (Undergraduate)

Physical Education (Graduate)

Physics & Astronomy (Undergraduate)

Psychology (Graduate)

Psychology (Undergraduate)

Public Policy & Administration (Graduate)

Real Estate & Land Use Affairs Concentration (Undergraduate)

Recreation Administration (Graduate)

Recreation & Leisure Studies (Undergraduate)

Social Work (Undergraduate)

Social Sciences (Undergraduate)

Social Work (Graduate)

Sociology (Undergraduate)

Sociology (Graduate)

Spanish (Undergraduate)

Spanish (Graduate)

Speech Pathology and Audiology (Graduate)

Speech Pathology & Audiology (Undergraduate)

Strategic Management Concentration (Undergraduate)

Women's Studies (Undergraduate)

California State University, Sacramento Regional & Continuing Education

7750 College Town Drive, Suite 100, Sacramento, CA 95826
Phone: 916-278-4433 Fax: 916-278-4601

Certificate Programs

Certificate in C/UNIX
Facilities Management
Human Resource Management
Logistics
Materials Management
Medical Transcription
Meeting Planning
Office Management Computer Skills
Purchasing Management
Telecommunications Management
Total Quality Management
Tourism
Train the Trainer

Chapman University

4020 El Camino Ave., Suite B-5, Sacramento, CA 95821
Phone: 916-485-7832

Programs

Business Administration (Undergraduate)
Computer Information Systems (Undergraduate)
Criminal Justice (Undergraduate)
Education Curriculum & Instruction Administration (Graduate)
Health Sciences (Undergraduate)
Health Administration (Graduate)
Human Resources Management (Graduate)
Psychology (Undergraduate)
Psychology (Graduate)
Social Science (Undergraduate)
Sociology (Undergraduate)

Embry-Riddle Aeronautical University

5146 Arnold Ave., Suite 2, McClellan AFB, CA 95652
Phone: 916-920-9620 Fax: 916-643-4778

Programs

Aeronautical Science (Graduate)
Aviation (Graduate)
Aviation Business Administration (Undergraduate)
Aviation Maintenance Management (Undergraduate)
Management of Technical Operations (Undergraduate)
Professional Aeronautics (Undergraduate)

Golden Gate University

3620 Northgate Blvd., Sacramento, CA 95834
Phone: 916-648-1446

Programs

Accounting (Undergraduate)
Business Administration (Undergraduate)
Computer Information Systems (Undergraduate)
Executive (Graduate)
Finance (Graduate)
Healthcare Management (Graduate)
Human Resources Management (Graduate)
Human Relations (Undergraduate)
Management (Graduate)
Marketing (Graduate)
Operations Management (Graduate)
Organizational Behavior & Development (Graduate)
Public Administration (Graduate)
Taxation (Graduate)
Telecommunications (Graduate)A.

Lincoln Law School of Sacramento

3140 J Street, Sacramento, CA 95816
Phone: 916-446-1275

Program

Juris Doctorate Program

Lorenzo Patino School of Law

727 1/2 J Street, Sacramento, CA 95814
Phone: 916-447-7223

Programs

Juris Doctorate Program
Paralegal Program

McGeorge School of Law

3200 5th Ave., Sacramento, CA 95817
Phone: 916-739-7191

Program

Juris Doctorate Program

National University

9320 Tech Center Drive, Sacramento, CA 95826
Phone: 916-855-4211

Programs

Accountancy (Undergraduate)
Accountancy (Graduate)
Associate of Arts (Undergraduate)
Behavioral Science (Undergraduate)
Business Administration (Graduate)
Business Administration (Undergraduate)
Computer Science (Undergraduate)
Counseling Psychology (Graduate)
Criminal Justice (Undergraduate)
Educational Counseling (Graduate)
Educational Administration (Graduate)
Health Care Administration (Undergraduate)
Health Care Administration (Graduate)
Instructional Leadership (Graduate)
Interdisciplinary Studies (Undergraduate)
Management (Graduate)
Special Education (Graduate)

The Professional School of Psychology

425 University Ave., Suite 201, Sacramento, CA 95825
Phone: 916-923-5537

Program

Psychology (Graduate)

The Union Institute

3604 Fair Oaks Blvd., Suite 250, Sacramento, CA 95864
Phone: 916-485-3276

Programs

Arts & Sciences (Undergraduate)
Interdisciplinary Studies (Undergraduate)

University Of California, Davis

Davis, CA 95616

Phone: 916-752-0655 Fax: 916-752-6222

Degree Programs

Aeronautical Science & Engineering (Undergraduate)
 African-American & African Studies (Undergraduate)
 Agricultural & Managerial Economics (Undergraduate)
 Agricultural Education (Graduate)
 Agricultural Systems & Environment (Undergraduate)
 Agricultural Economics (Graduate)
 Agricultural & Environmental Chemistry (Graduate)
 Agronomy (Graduate)
 American Studies (Undergraduate)
 Animal Behavior (Graduate)
 Animal Science & Management (Undergraduate)
 Animal Science (Graduate)
 Animal Science (Undergraduate)
 Anthropology (Undergraduate)
 Anthropology (Graduate)
 Applied Behavioral Sciences (Undergraduate)
 Applied Physics (Undergraduate)
 Applied Mathematics (Graduate)
 Art Studio (Undergraduate)
 Art (Graduate)
 Art History (Undergraduate)
 Art (Graduate)
 Atmospheric Science (Undergraduate)
 Atmospheric Science (Graduate)
 Avian Sciences (Undergraduate)
 Avian Sciences (Graduate)
 Biochemistry (Undergraduate)
 Biochemistry & Molecular Biology (Graduate)
 Biological Systems Engineering (Undergraduate)
 Biological Sciences (Undergraduate)
 Biomedical Engineering (Graduate)
 Biophysics (Graduate)
 Cell & Developmental Biology (Graduate)
 Chemical Engineering (Undergraduate)
 Chemical/Materials Science & Engineering (Undergraduate)
 Chemical/Biochemical Engineering (Undergraduate)
 Chemistry (Graduate)
 Chemistry (Undergraduate)
 Chicana/Chicano (Mexican-American) Studies (Undergraduate)
 Child Development (Graduate)
 Chinese (Undergraduate)

Civil Engineering (Undergraduate)
 Civil/Materials Science & Engineering (Undergraduate)
 Classical Civilization (Undergraduate)
 Community Development (Graduate)
 Community Nutrition (Undergraduate)
 Comparative Literature (Undergraduate)
 Comparative Literature (Graduate)
 Comparative Pathology (Graduate)
 Computer Science (Graduate)
 Computer Engineering (Undergraduate)
 Computer Science & Engineering (Undergraduate)
 Computer Science (Undergraduate)
 Credential Program (Graduate)
 Design (Undergraduate)
 Dietetics (Undergraduate)
 Dramatic Art (Undergraduate)
 Dramatic Art (Graduate)
 East Asian Studies (Undergraduate)
 Ecology (Graduate)
 Economics (Graduate)
 Economics (Undergraduate)
 Education (Graduate)
 Educational Leadership (Graduate)
 Electrical/Materials Science & Engineering (Undergraduate)
 Electrical Engineering (Undergraduate)
 Endocrinology (Graduate)
 Engineering (Graduate)
 Engineering: Biomedical (Graduate)
 Engineering: Mechanical & Aerospace (Graduate)
 Engineering: Applied Sciences (Graduate)
 Engineering: Chemical & Material Science (Graduate)
 Engineering: Civil & Environmental (Graduate)
 Engineering: Electrical & Computer (Graduate)
 Engineering: Biological & Agricultural (Graduate)
 English (Undergraduate)
 English (Graduate)
 Entomology (Undergraduate)
 Entomology (Graduate)
 Environmental Policy Analysis & Planning (Undergraduate)
 Environmental Horticulture & Urban Forestry (Undergraduate)
 Environmental Toxicology
 Environmental Biology & Management (Undergraduate)
 Environmental & Resource Sciences (Undergraduate)
 Epidemiology (Graduate)
 Evolution & Ecology/Zoology (Undergraduate)
 Exercise Science (Undergraduate)
 Exercise Science (Graduate)

University Of California, Davis-continued

Fermentation Science (Undergraduate)
 Fiber & Polymer Science (Undergraduate)
 Fine Arts (Undergraduate)
 Food Biochemistry (Undergraduate)
 Food Engineering (Undergraduate)
 Food Science (Graduate)
 French (Graduate)
 French (Undergraduate)
 Genetics (Undergraduate)
 Genetics (Graduate)
 Geography (Graduate)
 Geology (Undergraduate)
 Geology (Graduate)
 German (Undergraduate)
 German (Graduate)
 History of Art (Graduate)
 History (Graduate)
 History (Undergraduate)
 Horticulture (Graduate)
 Human Development (Undergraduate)
 Human Development (Graduate)
 Humanities (Undergraduate)
 Hydrologic Science (Graduate)
 Hydrologic Science (Undergraduate)
 Immunology (Graduate)
 International Agricultural Development (Graduate)
 International Relations (Undergraduate)
 International Agricultural Development (Undergraduate)
 Italian (Undergraduate)
 Japanese (Undergraduate)
 Landscape Architecture (Undergraduate)
 Life Sciences (Undergraduate)
 Linguistics (Graduate)
 Linguistics (Undergraduate)
 Management (Graduate)
 Materials Science & Engineering (Undergraduate)
 Mathematics (Undergraduate)
 Mathematics (Graduate)
 Mechanical Engineering (Undergraduate)
 Mechanical/Materials Science & Engineering (Undergraduate)
 Medieval Studies (Undergraduate)
 Microbiology (Undergraduate)
 Microbiology (Graduate)
 Music (Undergraduate)
 Music (Graduate)

Native American Studies (Undergraduate)
 Nature & Culture (Undergraduate)
 Neuroscience (Graduate)
 Nutrition Science (Undergraduate)
 Nutrition (Graduate)
 Pharmacology & Toxicology (Graduate)
 Philosophy (Graduate)
 Philosophy (Undergraduate)
 Physical Science (Undergraduate)
 Physical Education (Graduate)
 Physics (Graduate)
 Physics (Undergraduate)
 Physiology (Graduate)
 Physiology (Undergraduate)
 Plant Biology/Botany (Undergraduate)
 Plant Pathology (Graduate)
 Plant Biology (Graduate)
 Plant Protection & Pest Management (Graduate)
 Political Science: Public Service (Undergraduate)
 Political Science (Undergraduate)
 Political Science (Graduate)
 Population Biology (Graduate)
 Psychology (Graduate)
 Psychology (Undergraduate)
 Religious Studies (Undergraduate)
 Rhetoric & Communication (Undergraduate)
 Rhetoric & Communication (Graduate)
 Russian (Undergraduate)
 Social Science (Undergraduate)
 Sociology (Undergraduate)
 Sociology/Organizational Studies (Undergraduate)
 Sociology (Graduate)
 Soil & Water Science (Undergraduate)
 Soil Science (Graduate)
 Spanish (Graduate)
 Spanish (Undergraduate)
 Statistics (Graduate)
 Statistics (Undergraduate)
 Textile Arts & Costume Design (Graduate)
 Textiles & Clothing (Undergraduate)
 Textiles (Graduate)
 Vegetable Crops (Graduate)
 Wildlife, Fish, and Conservation Biology (Undergraduate)
 Women's Studies (Undergraduate)

University Of California, Davis University Extension

1333 Research Park Drive, Davis, CA 95616

Phone: 916-757-8663 Fax: 916-754-5015

Certificate Programs

Air Quality Management
Computer Programming
Computer Office Systems Management
Construction Management
Environmental Management & Auditing
Fire Protection
Graphic Design
Hazardous Materials Management
Health Care Management
Human Resource Development & Management
HVAC Repair
Labor-Management Relations
Land Use & Environmental Planning
Legal Assisting
Management
Network Management & Administration
Public Relations & Marketing
Site Assessment & Remediation
Software Engineering
Systems Analysis
TESOL (Teach English to Speakers of Other Languages)
Worker's Compensation
Workplace Health & Safety

University of Phoenix, Sacramento Campus

1760 Creekside Oaks Drive, Suite 100, Sacramento, CA 95833

Phone: 916-923-2107 Fax: 916-923-3914

Programs

Business Accounting (Undergraduate)
Business Information Systems (Undergraduate)
Business Administration (Undergraduate)
Business Management (Undergraduate)
Business Administration (Graduate)
Nursing (Undergraduate)
Nursing (Graduate)
Organizational Management (Graduate)

University of San Francisco, College of Professional Studies

580 University Ave., Sacramento, CA 95825

Phone: 916-920-0157 Fax: 916-920-1349

Programs

Applied Economics (Undergraduate)
Human Resources & Organizational Development (Graduate)
Information Systems Management (Undergraduate)
Nonprofit Administration (Graduate)
Organizational Behavior (Undergraduate)
Public Administration, Health Services (Graduate)
Public Administration (Graduate)
Public Administration (Undergraduate)

University of San Francisco, School of Education

580 University Ave., Suite 205, Sacramento, CA 95825

Phone: 916-920-4524

Programs

International Education (Graduate)
Marital & Family Therapy (Graduate)
Multicultural Education (Graduate)
Organization & Leadership (Graduate)

Appendix

Using the Occupational Outlook Profiles

Introduction

The California Cooperative Occupational Information System (CCOIS) is a state/local partnership between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies (Local Partners). LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a CCOIS project. The Local Partner (LP) selects the occupations for study, collects the data, develops and produces the report, and disseminates the information.

Before You Begin...

There are about 140 occupational outlook profiles in this publication, with each following the same basic two-page format as outlined below. Unless otherwise noted, the data in the occupational outlook profiles are based on local employer surveys as outlined in the Research Methods section of this report. The survey year can be found at the beginning of each profile and indicates the year that the data was collected.

🔗 **Tip:** Keep in mind that occupational information reflects a "snapshot in time" and that new information (since the data was collected) may need to be considered. This is especially true if the profile is more than three years old or if there are (or have been) significant changes in technology or economic conditions.

Occupational Titles & Definitions

The occupational titles and definitions at the top of most profiles are based on job classifications from the Occupational Employment Statistics (OES) Dictionary developed by the U.S. Department of Labor for the purposes of occupational projections. Virtually all jobs in the labor market fall into one of about 700 OES classifications. Additional titles more commonly used by employers may also be included for clarity. Profiles that do not have an OES code (within the occupational description) are "non OES surveys" and may not have the same reliability as the information from a standard "OES survey."

🔗 **Tip:** The Dictionary of Occupational Titles (DOT) has over 12,000 classifications, and the Occupational Outlook Handbook (OOH) has 250 occupational categories covering about 85% of all jobs.

Training, Experience and Other Requirements

The information in this section includes such information as:

1. The education level of "most recent hires";
2. Whether employers tend to require prior experience or not;
3. The "point-of-entry" for getting into the occupation (if different);
4. What other occupations may lie ahead in the "career path"; and
5. Information on hours worked per week.

🔗 Tips:

1. Employers' experience requirements are often flexible, with many employers willing to substitute training for experience; small employers in particular are often willing to waive requirements if they believe they have the "right" applicant; and
2. Full-time positions are often filled by promoting from part-time (or temporary) employees.

Potential Earnings and Benefits

Wage ranges and median wages are provided at three levels of skill and experience. In most cases, extreme high and low values have been excluded to allow for a more useful range estimate. Earnings information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. The data is not intended to represent official prevailing wages. Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time employees. Benefits most frequently provided by employers are listed in descending order.

🔗 Tips:

1. Benefits are often not available to part-time employees.
2. Employers usually have waiting or probationary periods before medical insurance goes into effect; and
3. The employee's cost and coverage of medical insurance varies considerably from employer to employer.

Getting the Training

Indicates whether certificate training programs are available for the occupation and, if so, the general length of the training period. Refer to the Training Directory elsewhere in this publication for information on who may provide related training.

Getting the Job

Describes the major employing industries for the occupation and the methods most often used by employers to recruit applicants or fill job openings.

Using the Occupational Outlook Profiles-continued

Employment Information

The information in this section includes:

Occupation Size: The estimated number of employees working in the occupation in Sacramento and Yolo Counties. Also provided, if available, is the approximate percentage of female employment in the occupation based on the most recent Census.

Annual Turnover: An estimate of the annual turnover due to worker replacement needs and promotions.

Projected Growth: The projected number of annual job openings due to a net increase in occupation size.

Projected Separations: The projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation).

Supply-Demand: The degree of difficulty employers have finding qualified applicants.

9 Tips:

1. Projections of Size, Growth and Separations are "estimates" prepared by the Employment Development Department's Labor Market Information Division using occupational staffing and industry forecast data; these projections (i.e., estimates) may be modified if local survey data warrants.
2. A "competitive outlook" for job seekers is not necessarily a bad thing, especially if the applicant is well-trained with the needed skills and well-prepared for the job search process; however, a "very competitive outlook" may indicate a significant oversupply of qualified job seekers and long-term employment difficulties.

Very Important Qualifications for Job Entry

Indicates some of the most important qualifications, including technical skills, basic skills, physical abilities, and other qualifications. Employers are surveyed as to the relative importance of about 25 qualifications "for job entry." Their responses are weighted by the number of employees. The qualifications that rank in the top third of a three-point scale are presented as "very important" and are listed in descending order.

Nationwide Job Outlook

An analysis of current and projected trends that affect the job outlook from a nationwide perspective. This material is taken from the U.S. Department of Labor's Occupational Outlook Handbook.

9 Tip: Trends that may be true at a statewide or nationwide level may or may not be true at the local level because of local economic characteristics and conditions.

Research Methods

The CCOIS annual program cycle goes as follows:

1. Twenty to twenty-five occupations are selected for study (40 occupations for the Sacramento/Yolo Consortium);
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to the "users" in the community.

Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations; however, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations.

The following criteria is used by the LP to help prioritize possible survey occupations:

1. The occupation should be adequately defined by the OES classification system;
2. The occupation should have a substantial employment base;
3. There should be a substantial number of projected job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Although there are many exceptions, OES-defined occupations are usually the best choices for employer surveys because they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit: it is the classification system used by LMID to produce Projections of Employment (occupational estimates of size, growth, and separations).

Research Methods-continued

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the LP will generally try to use a classification from the Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor. Although research methods remain largely the same, these are called "non OES surveys" because size and growth estimates are sometimes not as accurate as with standard OES-defined surveys. In some other cases, the LP conducts a special survey using focus group or roundtable discussion research techniques to learn more about a particular occupational field.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since LPs don't generally survey the "universe" for any occupation, a considerable amount of time is invested to ensure that the survey samples are representative. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries (for the survey occupation). In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than the smaller employers. But, for other occupations, smaller employers may be more appropriate.

Initially, the survey samples are designed by LMID staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed by the LP. Employers are added and deleted, as appropriate, to obtain a sample of at least 30 employers per occupation (or as many as can be found, if less than 30).

Questionnaire Development

Employer survey questionnaires are prepared for each survey occupation using a standardized list of questions and a select list of locally designed questions (see sample questionnaire).

Employer Survey Procedures

Employer representatives are identified and contacted by the LP by telephone and are asked to participate, either by phone, fax, or mail survey. To encourage participation from as many employers as possible, they are assured that any information they provide will be kept strictly confidential; and that any information published will be prepared in summary form and will not identify any specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed, checking for consistency and completeness, and unclear or inconsistent responses are clarified through follow-up

phone calls to the survey respondent. Completed questionnaires are then coded for data entry purposes. In a standard size employer sample of 30 potential respondents, the LP's response goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation, and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the LP. From those tabulations, the data is analyzed by the LP and draft occupational outlook profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook Report is printed.

Dissemination

The LP conducts one or more annual community meetings or workshops to disseminate the Occupational Outlook Reports to local users. Copies of the publication(s) can generally be obtained from the LPs throughout the year.

Sample Questionnaire

To see a sample of the survey instrument used for employer interviews, please refer to the Appendix of the paper-based publication.

Top Ten Occupational Information Resources

Annual Planning Information

APIs are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook, and occupational data. Separate APIs are published for California, for most of its 58 counties, and for each Metropolitan Statistical Area. APIs are available at no charge and are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at 916-262-2345.

California Occupational Guides

The *GUIDES* are statewide profiles of specific occupations. Each of the 250 (or so) guides that are available describe an occupation or occupational field and include sections on: working conditions; employment outlook; wages, hours & benefits; entrance requirements; advancement; tips on finding employment; and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, 916-262-2443. An electronic version entitled Occupational Profiles is also available; call 916-262-2162 for information on how to obtain a copy.

California Occupational Guide Wage Supplement

The *WAGE SUPPLEMENT* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available at no charge and is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at 916-262-2162.

Career Guide to Industries

The *CAREER GUIDE TO INDUSTRIES* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries that, together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefits, and outlook. The Career Guide to Industries costs approximately \$12 and is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores. Call 213-239-9844 or 415-512-2770.

Dictionary of Occupational Titles

The *DOT* is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and worker characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation time required (SVP). The DOT costs approximately \$40 for soft cover (\$50 for hard cover) and is produced by the U.S. Department of Labor, Employment and Training Administration. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770) or from JIST Works, Inc. (800-648-JIST).

Digest of Licensed Occupations

The *DIGEST* includes information on the 100 or so occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies so up-to-date information on licensing requirements can be easily obtained. The Digest is updated annually and is available at no charge from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at 916-262-2162.

Occupational Outlook Handbook

The *OOH* includes nationwide profiles of about 250 occupations that, together, cover 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, and related occupations. The OOH is updated every two years and costs approximately \$17 for soft cover (\$22 for hard cover). It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770) or from JIST Works, Inc. (800-648-JIST).

Occupational Outlook Quarterly

The *QUARTERLY* is a magazine companion to the Occupational Outlook Handbook. Most editions have four to six articles, with each one focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two-year subscription costs approximately \$20. The Quarterly is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order from U.S. Government Bookstores (213-239-9844 or 415-512-2770).

Occupational Outlook Reports

OCCUPATIONAL OUTLOOK REPORTS include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes: the nature of the work; projections of size, growth and separations; supply-demand assessment; training, experience and other requirements; employer recruitment methods; earnings and benefits; and where the jobs are. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee (COICC). Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. For 1995, the CCOIS includes 31 projects (see next page) that, together, cover 45 of California's 58 counties. As of 1996, the CCOIS becomes a statewide program with the addition of seven new local project sites.

Training Directories

TRAINING DIRECTORIES are also products of the California Cooperative Occupational Information System (CCOIS) and are produced by most of the local CCOIS agencies (see next page). Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

CCOIS Projects in California

<i>Phone</i>	<i>Fax</i>	<i>Contact Person</i>
Alameda County Economic Development		
510-272-3871	510-272-5007	Dan Regan
Contra Costa County Private Industry Council		
510-646-5023	510-646-5517	Sondra Rothwell
Employers Training Resource (Kern, Inyo, Mono)		
805-861-3014	805-631-8723	Bob Malouf
Fresno County Private Industry Council		
209-497-7877	209-497-7874	Career Development Center
Golden Sierra Job Training Agency		
916-265-3201	916-265-5297	Tom Medley
Humboldt County Employment and Training		
707-445-6230	707-445-6228	Steve Hughes
Kings County Job Training Office		
209-582-9213	209-582-8947	John Lehn
Los Angeles County Private Industry Council		
213-738-3175	213-385-3893	Michael Arredondo
Madera County Office of Education		
209-673-7031	209-673-5569	Nivia Green
Mendocino County Private Industry Council		
707-468-1196	707-468-1498	Elaine Morris
Merced Private Industry Training Department		
209-385-7317	209-722-3776	David Cramer
Monterey County Private Industry Council		
408-755-5429	408-755-5054	Phil Livingston
Mother Lode Job Training Agency		
209-533-3396	209-533-1079	Maria Robinson
Napa County Training and Employment Center		
707-253-4291	707-253-4895	Dave Johnson
North Central Counties Consortium & Private Industry Council		
707-262-3408	707-263-0920	Donna Hodge
NOVA Private Industry Council		
408-730-7526	408-730-7643	Ismael Tapia

<i>Phone</i>	<i>Fax</i>	<i>Contact Person</i>
Orange County Private Industry Council		
714-834-7146	714-834-7132	Tom Cripps
Riverside Private Industry Council, County of		
909-275-3100	909-275-3131	Javier Rodriguez
Sacramento/Yolo Consortium		
916-737-7580	916-737-7589	Jim Cassio
San Bernardino County Job Training		
909-422-0488	909-422-0309	Panda Harris
San Diego Private Industry Council		
619-238-1445	619-238-6063	Gary Moss
San Francisco Private Industry Council		
415-931-7460	415-931-7590	Robert Blanchard
San Joaquin County Private Industry Council		
209-468-3656	209-462-9063	Mechelle Hayes
San Luis Obispo, Private Industry Council of		
805-781-2200	805-541-4117	Leslie Brown
San Mateo County Private Industry Council		
415-599-3848	415-367-5066	Isaiah Vi
Santa Cruz County Career Works		
408-454-4080	408-454-4651	Alan Knox
Shasta County Private Industry Council		
916-246-7911	916-246-4254	Trish Gotfredson
Solano County Private Industry Council		
707-864-3370	707-864-3386	Dee Anderson
Sonoma County Private Industry Council		
707-524-6411	707-524-6444	Al Redwine
Stanislaus County Private Industry Council		
209-558-2109	209-558-2164	Sandra Waddle
Tulare County Private Industry Council		
209-737-4246	209-737-4252	Jeannie Ynclan

The CCOIS is administered at the state level by the Labor Market Information Division of the California Employment Development Department. For more information, contact the CCOIS Group at 916-262-2353.

Occupational References

Accountants & Auditors (OES 211140)

California Occupational Guides: See Accountants and Auditors

Occupational Outlook Handbook: See Accountants and Auditors

Dictionary of Occupational Titles:

Accountant, Tax	160.162-010
Accountant	160.162-018
Accountant, Budget	160.162-022
Accountant, Cost	160.162-026
Auditor, Data Processing	160.162-030
Accountant, Property	160.167-022
Accountant, Systems	160.167-026
Auditor, County Or City	160.167-030
Auditor, Internal	160.167-034
Auditor, Tax	160.167-038
Bursar	160.167-042
Auditor	160.167-054
Director, Utility Accounts	160.267-014

Aircraft Mechanics (OES 853230)

California Occupational Guides: See Aircraft Mechanics

Occupational Outlook Handbook: See Aircraft Mechanics and Engine Specialists

Dictionary of Occupational Titles:

Experimental Aircraft Mechanic	621.261-022
Airframe-and-Power-Plant Mechanic	621.281-014
Airframe-and-Power-Plant-Mechanic Apprentice	621.281-018
Reclamation Worker	621.684-014
Pressure Sealer-and-Tester	806.384-038
Aircraft Body Repairer	807.261-010
Bonded Structures Repairer	807.381-014
Aircraft Skin Burnisher	807.684-018

Animal Health Technicians (DOT 079.361-014)

California Occupational Guides: See Animal Health Technicians

Occupational Outlook Handbook: See Animal Caretakers

Assemblers & Fabricators (OES 939560)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See Precision Assemblers

Dictionary of Occupational Titles: 365 related DOT Titles

Automotive Body & Related Repairers (OES 853050)

California Occupational Guides: See Automobile-Body Repairers

Occupational Outlook Handbook: See Automotive Body Repairers

Dictionary of Occupational Titles:

Squeak, Rattle, and Leak Repairer	620.364-010
Used-Car Renovator	620.684-034
Shop Estimator	807.267-010
Truck-Body Builder	807.281-010
Automobile-Body Customizer	807.361-010
Automobile-Body Repairer	807.381-010
Frame Repairer	807.381-018

DOTs-continued

Service Mechanic	807.381-022
Auto-Body Repairer, Fiberglass	807.381-030
Frame Straightener	807.484-010
Automobile-Bumper Straightener	807.684-010
Paint Sprayer, Sandblaster	845.381-018
Glass Installer	865.684-010

Automotive Mechanics (OES 853020)

California Occupational Guides: See Automobile Mechanics

Occupational Outlook Handbook: See Automotive Mechanics

Dictionary of Occupational Titles:

Automobile Mechanic	620.261-010
Automobile Mechanic Apprentice	620.261-012
Automobile-Service-Station Mechanic	620.261-030
Automotive-Cooling-System Diagnostic Technician	620.261-034
Air-Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Carburetor Mechanic	620.281-034
Front-End Mechanic	620.281-038
Maintenance Mechanic	620.281-046
Transmission Mechanic	620.281-062
Tune-Up Mechanic	620.281-066
Vehicle Fuel-Systems Converter	620.281-070
Automobile-Radiator Mechanic	620.381-010
Repairer, Heavy	620.381-022
Brake Adjuster	620.684-018
Clutch Rebuilder	620.684-022
Fuel-Injector Servicer	625.281-022
Wheelwright	706.381-046
New Car Get-Ready Mechanic	806.361-026
Automobile-Accessories Installer	806.684-038
Muffler Installer	807.664-010
Floor Service worker, Spring	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer	825.381-014

Bartenders (OES 650050)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See Food and Beverage Service Workers

Dictionary of Occupational Titles:

Bartender	312.474-010
Bar Attendant	312.477-010
Taproom Attendant	312.677-010

Billing, Cost & Rate Clerks (OES 553440)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks; See also Clerks, General Office

Occupational Outlook Handbook: See Billing Clerks

Dictionary of Occupational Titles:

Wharfinger	184.387-010
Rate Analyst, Freight	214.267-010
Demurrage Clerk	214.362-010
Documentation-Billing Clerk	214.362-014
Insurance Clerk	214.362-022

Billing, Cost & Rate Clerks-continued

Invoice-Control Clerk	214.362-026
Traffic-Rate Clerk	214.362-038
Billing Clerk	214.362-042
Billing Typist	214.382-014
C.O.D. Clerk	214.382-018
Interline Clerk	214.382-022
Revising Clerk	214.382-026
Settlement Clerk	214.382-030
Billing-Control Clerk	214.387-010
Rate Reviewer	214.387-014
Services Clerk	214.387-018
Foreign Clerk	214.467-010
Pricer, Message and Delivery Service	214.467-014
Deposit-Refund Clerk	214.482-014
Medical-Voucher Clerk	214.482-018
Rater	214.482-022
Telegraph-Service Rater	214.587-010
Cost Clerk	216.382-034
Policy-Value Calculator	216.382-050
Receipt-and-Report Clerk	216.382-054
Deposit Clerk	241.267-026
Evaluator	249.367-034

Bookkeeping, Accounting & Auditing Clerks (OES 553380)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks
Occupational Outlook Handbook: See Bookkeeping, Accounting, and Auditing Clerks

Dictionary of Occupational Titles:

Checker II	209.687-010
Distribution-Accounting Clerk	210.362-010
Account-Information Clerk	210.367-010
Foreign-Exchange-Position Clerk	210.367-014
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Classification-Control Clerk	210.382-030
Credit-Card clerk	210.382-038
Fixed-Capital Clerk	210.382-042
General-Ledger Bookkeeper	210.382-046
Mortgage-Loan-Computation Clerk	210.382-050
Night Auditor	210.382-054
Securities Clerk	210.382-062
Collection Clerk	216.362-014
Food-And-Beverage Controller	216.362-022
Mortgage-Accounting Clerk	216.362-026
Reserves Clerk	216.362-034
Electronics Funds Transfer Coordinator	216.362-038
Margin Clerk I	216.362-042
Budget Clerk	216.382-022
Clearing-House Clerk	216.382-026
Returned-Item Clerk	216.382-058
Accounting Clerk	216.482-010
Dividend-Deposit-Voucher Clerk	216.482-026
Booking Clerk	216.587-010
Voucher Clerk	219.362-066

DOTs-continued

Cancelling and Cutting Control Clerk	219.367-042
Letter-of-Credit Clerk	219.367-050
Tax Clerk	219.487-010
Parimutuel-Ticket Checker	219.587-010

Bread & Pastry Bakers (OES 650210)

California Occupational Guides: See Retail Baker; see also Bakers and Production Workers
Occupational Outlook Handbook: See Chefs, Cooks, and Other Kitchen Workers

Dictionary of Occupational Titles:

Baker, Second	313.361-010
Pie Maker	313.361-038
Baker	313.381-010
Cook Apprentice, Pastry	313.381-018
Cook, Pastry	313.381-026

Bus & Truck (Diesel) Mechanics (OES 853110)

California Occupational Guides: See Bus and Truck Mechanics and Diesel Engine Specialists
Occupational Outlook Handbook: See Diesel Mechanics

Dictionary of Occupational Titles:

Maintenance Mechanic	620.281-046
Mechanic, Industrial Truck	620.281-050
Tractor Mechanic	620.281-058
Diesel Mechanic	625.281-010
Diesel-Mechanic Apprentice	625.281-014
Diesel-Engine Erector	625.361-010

Butchers & Meatcutters (OES 650230)

California Occupational Guides: See Butchers and Meat Cutters
Occupational Outlook Handbook: See Butchers and Meat, Poultry, and Fish Cutters

Dictionary of Occupational Titles:

Butcher, Meat	316.681-010
Meat Cutter	316.684-018
Meat-Cutter Apprentice	316.684-022

Cabinetmakers & Bench Carpenters (OES 893110)

California Occupational Guides: See Carpenters
Occupational Outlook Handbook: See Woodworking Occupations

Dictionary of Occupational Titles:

Cabinetmaker	660.280-010
Cabinetmaker Apprentice	660.280-014

Cardiology Technologists (OES 329250)

California Occupational Guides: See Respiratory Therapists
Occupational Outlook Handbook: See Cardiovascular Technologists and Technicians

Dictionary of Occupational Titles:

Cardiopulmonary Technologist, Chief	078.161-014
Cardiopulmonary Technologist	078.362-030
Special Procedures Technologist, Cardiac	078.362-050
Stress Test Technician	078.362-062
Echocardiograph Technician	078.364-014

Carpenters (OES 871020)**California Occupational Guides:** See Carpenters**Occupational Outlook Handbook:** See Carpenters**Dictionary of Occupational Titles:**

Carpenter, Prototype	806.281-058
Carpenter, Maintenance	860.281-010
Carpenter, Ship	860.281-014
Boatbuilder, Wood	860.361-010
Boatbuilder, Apprentice-Wood	860.361-014
Carpenter	860.381-022
Carpenter-Apprentice	860.381-026
Carpenter, Bridge	860.381-030
Carpenter, Mold	860.381-034
Carpenter, Railcar	860.381-038
Carpenter, Rough	860.381-042
Form Builder	860.381-046
Joiner	860.381-050
Joiner-Apprentice	860.381-054
Shipwright	860.381-058
Shipwright-Apprentice	860.381-062
Tank Builder and Erector	860.381-066
Tank Erector	860.381-070
Carpenter I	860.664-010
Carpenter II	860.681-010
Builder, Beam	860.684-010
Sider	860.684-014
Composition-Weatherboard Applier	863.684-010
Sign Erector-and-Repairer	869.361-018
House Repairer	869.381-010
Timber Framer	869.381-034
Assembler, Sub-Assembly	869.684-018
Lay-Out Worker	869.684-034
Roof Assembler I	869.684-012
Prop Maker	962.281-010

Child Care Workers (OES 680380)**California Occupational Guides:** See Child Care Workers (Aides)**Occupational Outlook Handbook:** See Preschool Workers**Dictionary of Occupational Titles:**

Child-Care Attendant, School	355.674-010
Attendant, Children's Institution	359.677-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

Civil Engineers (OES 221210)**California Occupational Guides:** See Civil Engineers**Occupational Outlook Handbook:** See Civil Engineers**Dictionary of Occupational Titles:**

Airport Engineer	005.061-010
Civil Engineer	005.061-014
Hydraulic Engineer	005.061-018
Irrigation Engineer	005.061-022
Railroad Engineer	005.061-026
Sanitary Engineer	005.061-030
Structural Engineer	005.061-034

DOTs-continued

Transportation Engineer	005.061-038
Waste-Management Engineer, Radioactive Materials	005.061-042
Drainage-Design Coordinator	005.167-014
Forest Engineer	005.167-018
Resource-Recovery Engineer	019.167-018

Computer Network Administrators (DOT 031.262-999)**California Occupational Guides:** See LAN/WAN Managers; See also Computer Systems Analysts**Occupational Outlook Handbook:** See Computer Scientists and Systems Analysts**Computer Programmers (OES 251051)****California Occupational Guides:** See Computer Programmers**Occupational Outlook Handbook:** See Computer Programmers**Dictionary of Occupational Titles:**

Computer Programmer	030.162-010
Programmer, Engineering and Scientific	030.162-018
Chief, Computer Programmer	030.167-010
Photo Mask Technician, Electron-Beam	972.382-022

Concrete & Terrazzo Finishers (OES 873110)**California Occupational Guides:** See Cement Masons**Occupational Outlook Handbook:** See Concrete Masons and Terrazzo Workers**Dictionary of Occupational Titles:**

Cement Mason	844.364-010
Cement-Mason Apprentice	844.364-014
Concrete-Stone Finisher	844.461-010
Concrete Rubber	844.684-010
Terrazzo Worker	861.381-046
Terrazzo-Worker Apprentice	861.381-050

Construction & Building Inspectors (OES 219080)**California Occupational Guides:** See Building Inspectors**Occupational Outlook Handbook:** See Construction and Building Inspectors**Dictionary of Occupational Titles:**

Inspector, Building	168.167-030
Inspector, Electrical	168.167-034
Inspector, Elevators	168.167-038
Inspector, Heating and Refrigeration	168.167-046
Inspector, Plumbing	168.167-050
Building Inspector	168.267-010
Plan Checker	168.267-102
Construction Inspector	182.267-010
Inspector of Dredging	850.387-010
Grade Checker	850.467-010

Cooks, Institution & Cafeteria (OES 650280)**California Occupational Guides:** See Cooks and Chefs**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen Workers**Dictionary of Occupational Titles:**

Cook, School Cafeteria	313.381-030
Cook	315.361-010
Cook, Mess	315.371-010
Cook	315.381-010
Cook, Third	315.381-022
Second Cook and Baker	315.381-026

Correctional & Probation Officers (OES 630170)**California Occupational Guides:** See Correctional Officers; See also Probation Officers and Parole Agents**Occupational Outlook Handbook:** See Correction Officers and Social Workers**Dictionary of Occupational Titles:**

Jailer	372.367-014
Guard, Immigration	372.567-014
Correction Officer	372.667-018
Patrol Conductor	372.677-010
Police Officer II	375.367-010
Probation-and-Parole Officer	195.107-046

Cost Estimators (OES 219020)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Cost Estimators**Dictionary of Occupational Titles:**

Estimator	169.267-038
Estimator, Paperboard Boxes	221.362-018
Estimator, Printing	221.367-014
Lumber Estimator	221.482-014

Court Reporters (DOT 202.362-010)**California Occupational Guides:** See Shorthand Reporters and Court Reporters**Occupational Outlook Handbook:** See Stenographers and Court Reporters**Data Entry Keyers (OES 560170)****California Occupational Guides:** See Data Entry Keyers**Occupational Outlook Handbook:** See Typists, Word Processors, and Data Entry Keyers**Dictionary of Occupational Titles:**

Braille Operator	203.582-010
Braille Typist	203.582-014
Cryptographic-Machine Operator	203.582-018
Perforator Typist	203.582-038
Data Entry Clerk	203.582-054
Proof-Machine Operator	217.382-010

Data Processing Equipment (Computer) Repairers (OES 857050)**California Occupational Guides:** See Data Processing Equipment Repairers; See also Electronics Repairers**Occupational Outlook Handbook:** See Computer and Office Machine Repairers; See also Engineering Technicians**Dictionary of Occupational Titles:**

Assembly Technician	633.261-010
Field Service Engineer	828.261-014

Dental Assistants (OES 660020)**California Occupational Guides:** See Dental Assistants**Occupational Outlook Handbook:** See Dental Assistants**Dictionary of Occupational Titles:**

Dental Assistant	079.361-018
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Dental Hygienists (OES 329080)**California Occupational Guides:** See Dental Hygienists**Occupational Outlook Handbook:** See Dental Hygienists**Dictionary of Occupational Titles:**

Dental Hygienist	078.361-010
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Dental Laboratory Technicians (OES 899210)**California Occupational Guides:** See Dental Laboratory Technicians**Occupational Outlook Handbook:** See Dental Laboratory Technicians**Dictionary of Occupational Titles:**

Contour Wire Specialist, Denture	712.381-014
Dental-Laboratory Technician	712.381-018
Dental-Laboratory-Technician Apprentice	712.381-022
Orthodontic Band Maker	712.381-026
Orthodontic Technician	712.381-030
Dental Ceramist	712.381-042
Denture Waxed	712.381-046
Finisher, Denture	712.381-050

Detectives & Investigators (Private) (OES 630350)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:**

Security Consultant	189.167-054
Gambling Monitor	343.367-014
Manager, Internal Security	376.137-010
Investigator, Cash Shortage	376.267-010
Investigator, Fraud	376.267-014
Investigator, Private	376.267-018
Shopping Investigator	376.267-022
Alarm Investigator	376.367-010
Detective I	376.367-014
House Officer	376.367-018
Investigator	376.367-022
Undercover Operator	376.367-026
Detective II	376.667-014

Diagnostic Radiologic Technologists (OES 329210)**California Occupational Guides:** See Diagnostic Radiologic Technologists**Occupational Outlook Handbook:** See Radiologic Technologists**Dictionary of Occupational Titles:**

Radiologic Technologist	078.362-026
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Dietetic Technicians (OES 325230)**California Occupational Guides:** See Dieticians**Occupational Outlook Handbook:** See Dieticians and Nutritionists**Dictionary of Occupational Titles:**

Dietetic Technician	077.124-010
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Dispatchers (Non-Emergency) (OES 580050)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Dispatchers**Dictionary of Occupational Titles:**

Car Clerk, Pullman	215.167-010
Taxicab Coordinator	215.367-018
Dispatcher, Relay	221.362-014
Service Clerk	221.367-070
Work-Order-Sorting Clerk	221.367-082
Dispatcher	239.167-014
Dispatcher, Maintenance Service	239.367-014
Receiver-Dispatcher	239.367-022
Dispatcher, Street Department	239.367-030
Dispatcher, Ship Pilot	248.367-026
Dispatcher, Motor Vehicle	249.167-014
Routing Clerk	249.367-070
Train Dispatcher, Assistant Chief	910.167-014
Engine Dispatcher	910.367-018
Dispatcher, Tugboat	911.167-010
Bus Dispatcher, Interstate	913.167-010
Taxicab Starter	913.367-010
Dispatcher, Oil	914.167-014
Dispatcher, Traffic Or System	919.162-010
Dispatcher	932.167-010
Dispatcher, Oil Well Services	939.362-010
Dispatcher, Service Or Work	952.167-010
Gas Dispatcher	953.167-010
Water-Service Dispatcher	954.367-010
Dispatcher, Radioactive-Waste-Disposal	955.167-010
Dispatcher, Service	959.167-010

Dispatchers, Emergency (OES 580020)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Dispatchers**Dictionary of Occupational Titles:**

Dispatcher, Security Guard	372.167-010
Alarm Operator	379.162-010
Dispatcher, Radio	379.362-010
Telecommunicator	379.362-018

Drafters (OES 225140)**California Occupational Guides:** See Drafting Occupations**Occupational Outlook Handbook:** See Drafters**Dictionary of Occupational Titles:**

Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Aeronautical	002.261-010
Supervisor, Drafting and Printed Circuit Design	003.131-010
Controls Designer	003.261-014
Integrated Circuit Layout Designer	003.261-018
Printed Circuit Designer	003.261-022
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Civil	005.281-010
Drafter, Structural	005.281-014

DOTs-continued

Die Designer	007.161-010
Die-Designer Apprentice	007.161-014
Engineering Assistant, Mechanical Equipment	007.161-018
Chief Drafter	007.261-010
Drafter, Castings	007.261-014
Drafter, Patent	007.261-018
Drafter, Tool Design	007.261-022
Drafter, Mechanical	007.281-010
Drafter, Directional Survey	010.281-010
Drafter, Geological	010.281-014
Drafter, Geophysical	010.281-018
Drafter, Marine	014.281-010
Drafter, Chief, Design	017.161-010
Design Drafter, Electromechanisms	017.261-014
Detailer	017.261-018
Detailer, Furniture	017.261-022
Drafter, Commercial	017.261-026
Drafter, Detail	017.261-030
Drafter, Heating and Ventilating	017.261-034
Drafter, Plumbing	017.261-038
Drafter, Automotive Design	017.261-042
Auto-Design Detailer	017.281-010
Drafter Apprentice	017.281-014
Drafter, Assistant	017.281-018
Drafter, Automotive Design Layout	017.281-026
Drafter, Oil and Gas	017.281-030
Technical Illustrator	017.281-034
Test Fixture Designer	726.364-014

Drywall Installers (OES 871080)**California Occupational Guides:** See Drywall Installers and Tapers**Occupational Outlook Handbook:** See Drywall Workers and Lathers**Dictionary of Occupational Titles:**

Dry-Wall Applicator	842.361-030
Dry-Wall Applicator	842.684-014
Sheetrock Applicator	869.684-050

Electrical & Electronic Engineering Technicians (OES 225050)**California Occupational Guides:** See Electrical and Electronic Engineering Technicians**Occupational Outlook Handbook:** See Engineering Technicians**Dictionary of Occupational Titles:**

Electrical Technician	003.161-010
Electronics Technician	003.161-014
Technician, Semiconductor Development	003.161-018
Instrumentation Technician	003.261-010
Calibration Laboratory Technician	019.281-010
Technical Testing Engineer	194.381-010
Electronics Assembler, Developmental	726.261-010
Electrician, Research	726.261-014
Senior Technician, Controls	828.261-018

Electrical & Electronic Engineers (OES 221260)**California Occupational Guides:** See Electrical/Electronics Engineers**Occupational Outlook Handbook:** See Electrical and Electronics Engineers**Dictionary of Occupational Titles:**

Electrical Engineer	003.061-010
Electrical Test Engineer	003.061-014
Electrical-Design Engineer	003.061-018
Electrical-Prospecting Engineer	003.061-022
Electrical-Research Engineer	003.061-026
Electronics Engineer	003.061-030
Electronics-Design Engineer	003.061-034
Electronics-Research Engineer	003.061-038
Electronics-Test Engineer	003.061-042
Illuminating Engineer	003.061-046
Planning Engineer, Central Office Facilities	003.061-050
Cable Engineer, Outside Plant	003.167-010
Distribution-Field Engineer	003.167-014
Electrical Engineer, Power System	003.167-018
Electrolysis-and-Corrosion-Control Engineer	003.167-022
Engineer of System Development	003.167-026
Engineer-In-Charge, Studio Operations	003.167-030
Induction-Coordination Power Engineer	003.167-038
Outside-Plant Engineer	003.167-042
Power-Distribution Engineer	003.167-046
Power-Transmission Engineer	003.167-050
Protection Engineer	003.167-054
Supervisor, Microwave	003.167-058
Transmission-and-Protection Engineer	003.167-066
Central-Office Equipment Engineer	003.187-010
Commercial Engineer	003.187-014
Customer-Equipment Engineer	003.187-018

Electrical & Electronic Equipment Assemblers (OES 931140)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Precision Assemblers**Dictionary of Occupational Titles:**

Electric-Motor-Control Assembler	721.381-014
Assembler	722.381-010
Group Leader, Printed Circuit Board Assembly	726.361-014
Wirer	729.281-042
Wirer, Cable	729.381-022
Electric-Organ Assembler and Checker	730.381-022
Transformer Assembler I	820.381-014
Assembler and Wirer, Industrial Equipment	826.361-010

Electricians (OES 872020)**California Occupational Guides:** See Electricians**Occupational Outlook Handbook:** See Electricians**Dictionary of Occupational Titles:**

Street-Light Repairer	729.381-018
Installer, Electrical, Plumbing, Mechanical	806.381-062
Protective-Signal Installer	822.361-018
Protective-Signal Repairer	822.361-022
Electrician	824.261-010
Electrician Apprentice	824.261-014

DOTs-continued

Airport Electrician	824.281-010
Neon-Sign Servicer	824.281-018
Street-Light Servicer	824.381-010
Electrician	824.681-010
Electrician	825.381-030
Electrician Apprentice	825.381-034
Electrician, Maintenance	829.261-018
Trouble Shooter I	952.364-010
Switch Inspector	952.381-010

Electromedical & Biomedical Equipment Repairers (OES 859080)**California Occupational Guides:** See Electronics Repairers; See also Electrical and Electronic Engineering Technicians**Occupational Outlook Handbook:** See Engineering Technicians**Dictionary of Occupational Titles:**

Biomedical Equipment Technician	019.261-010
Radiological-Equipment Specialist	719.261-014
Electromedical-Equipment Repairer	729.281-030
Dental-Equipment Installer and Servicer	829.261-014

Electronic Entertainment Equipment Repairers (OES 857080)**California Occupational Guides:** See Electronics Repairers; See also Electrical and Electronic Engineering Technicians**Occupational Outlook Handbook:** See Electronic Home Entertainment Equipment Repairers**Dictionary of Occupational Titles:**

Radio Repairer	720.281-010
Tape-Recorder Repairer	720.281-014
Television-and-Radio Repairer	720.281-018
Electronic Equipment Repairer	726.381-014
Audio-Video Repairer	729.281-010
Electric-Organ Inspector and Repairer	730.281-018
Television Installer	823.361-010
Electronic-Organ Technician	828.261-010

Elementary School Teachers (OES 313050)**California Occupational Guides:** See Elementary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Elementary School	092.227-010
Instructor, Physical Education	099.224-010

Employment Interviewers (OES 215080)**California Occupational Guides:** See Employment Interviewers**Occupational Outlook Handbook:** See Employment Interviewers**Dictionary of Occupational Titles:**

Employment Interviewer	166.267-010
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Firefighters (OES 630080)**California Occupational Guides:** See Firefighters**Occupational Outlook Handbook:** See Firefighting Occupations**Dictionary of Occupational Titles:**

Fire Chief's Aide	373.363-010
Fire Fighter	373.364-010
Fire Fighter, Crash, Fire, and Rescue	373.663-010
Smoke Jumper	452.364-014
Forest-Fire Fighter	452.687-014

Floral Designers (OES 340381)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Designers**Dictionary of Occupational Titles:**

Color Expert	141.051-010
Commercial Designer	141.061-038
Creative Director	141.067-010
Manager, Display	142.031-014
Display Designer	142.051-010
Bank-Note Designer	142.061-010
Cloth Designer	142.061-014
Fashion Designer	142.061-018
Furniture Designer	142.061-022
Industrial Designer	142.061-026
Ornamental-Metalwork Designer	142.061-034
Safety-Clothing-and-Equipment Developer	142.061-038
Set Decorator	142.061-042
Set Designer	142.061-046
Set Designer	142.061-050
Stained Glass Artist	142.061-054
Exhibit Designer	142.061-058
Art Director	142.061-062
Floral Designer	142.081-010
Fur Designer	142.081-014
Package Designer	142.081-018
Copyist	142.281-010

Food Service (Restaurant) Managers (OES 150261)**California Occupational Guides:** See Food Service Managers**Occupational Outlook Handbook:** See Restaurant and Food Service Managers; See also Hotel Managers and Assistants**Dictionary of Occupational Titles:**

Manager, Fast Food Services	185.137-010
Manager, Hotel Or Motel	187.117-038
Manager, Front Office	187.137-018
Executive Chef	187.161-010
Director, Food Services	187.167-026
Executive Housekeeper	187.167-046
Manager, Agricultural-Labor Camp	187.167-050
Manager, Camp	187.167-066
Manager, Convention	187.167-078
Manager, Food Service	187.167-106
Manager, Hotel Recreational Facilities	187.167-122
Manager, Liquor Establishment	187.167-126
Dietary Manager	187.167-206

DOTs-continued

Director, Food and Beverage	187.167-210
Manager, Boarding House	320.137-010
Manager, Lodging Facilities	320.137-014

Gardeners & Groundskeepers (OES 790300)**California Occupational Guides:** See Gardeners and Groundskeepers**Occupational Outlook Handbook:** See Gardeners and Groundskeepers**Dictionary of Occupational Titles:**

Gardener, Special Effects and Instruction models	406.381-010
Greenskeeper II	406.683-010
Cemetery Worker	406.684-010
Groundskeeper, Industrial-Commercial	406.684-014
Garden Worker	496.684-018
Landscape Specialist	406.687-010
Lawn Service Worker	408.684-010

Grader, Dozer & Scraper (Heavy Equipment) Operators (OES 979380)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Material Moving Equipment Operators**Dictionary of Occupational Titles:**

Elevating-Grader Operator	850.663-014
Motor-Grader Operator	850.663-022
Bulldozer Operator I	850.683-010
Ditcher Operator	850.683-014
Form-Grader Operator	850.683-022
Scraper Operator	850.683-038
Utility-Tractor Operator	850.683-046
Heater-Planer Operator	853.683-014
Sanitary Landfill Operator	955.463-010

Graphic Arts Designers & Technicians (OES 340380)**California Occupational Guides:** See Commercial Artists**Occupational Outlook Handbook:** See Visual Artists; See also Designers**Dictionary of Occupational Titles:**

Color Expert	141.051-010
Commercial Designer	141.061-038
Creative Director	141.067-010
Manager, Display	142.031-014
Display Designer	142.051-010
Bank-Note Designer	142.061-010
Cloth Designer	142.061-014
Fashion Designer	142.061-018
Furniture Designer	142.061-022
Industrial Designer	142.061-026
Ornamental-Metalwork Designer	142.061-034
Safety-Clothing-and-Equipment Developer	142.061-038
Set Decorator	142.061-042
Set Designer	142.061-046
Set Designer	142.061-050
Stained Glass Artist	142.061-054
Exhibit Designer	142.061-058
Art Director	142.061-062
Floral Designer	142.081-010

Graphic Arts Designers & Technicians-continued

Fur Designer	142.081-014
Package Designer	142.081-018
Copyist	142.281-010

Grocery Checkers (DOT 211.462-014)

California Occupational Guides: See Cashiers**Occupational Outlook Handbook:** See Cashiers

Guards & Watch Guards (Security Officers) (OES 630470)

California Occupational Guides: See Security Guards**Occupational Outlook Handbook:** See Guards**Dictionary of Occupational Titles:**

Armored-Car Guard and Driver	372.563-010
Armored-Car Guard	372.567-010
Airline Security Representative	372.667-010
Bodyguard	372.667-014
Gate Guard	372.667-030
Guard, Security	372.667-034
Merchant Patroller	372.667-038
Bouncer	376.667-010
Golf-Course Ranger	379.667-010

Hairdressers, Hairstylists & Cosmetologists (OES 680050)

California Occupational Guides: See Cosmetologists**Occupational Outlook Handbook:** See Barbers and Cosmetologists**Dictionary of Occupational Titles:**

Cosmetologist	332.271-010
Cosmetologist Apprentice	332.271-014
Hair Stylist	332.271-018
Wig Dresser	332.361-010
Make-Up Artist	333.071-010
Body-Make-Up Artist	333.271-010
Mortuary Beautician	339.361-010
Electrologist	339.371-010
Scalp-Treatment Operator	339.371-014

Hand Packers & Packagers (OES 989020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Handlers, Equipment Cleaners, Helpers, and Laborers**Dictionary of Occupational Titles:** 65 related DOT Titles

Hard Tile Setters (Tile Layers) (OES 873080)

California Occupational Guides: See Tile Setters**Occupational Outlook Handbook:** See Tilesetters**Dictionary of Occupational Titles:**

Tile Setter	861.381-054
Tile Setter Apprentice	861.381-058
Tile Setter	861.684-018

Hazardous Materials Technicians (OES 245051)

California Occupational Guides: See Hazardous Waste Technicians**Occupational Outlook Handbook:** See Science Technicians; See also Inspectors and Compliance Officers**Dictionary of Occupational Titles:**

Sanitary Engineer	005.061-030
Industrial Health Engineer	012.167-034
Biomedical Engineer	019.061-010
Environmental Analyst	029.081-010
Sanitarian	079.117-018
Industrial Hygienist	079.161-010
Hazardous Waste Management Specialist	168.267-086
Inspector, Industrial Waste	168.267-054
Environmental Hazardous Waste Tech	168.364-640
Asbestos Abatement Contractors	182.167-010
Leaded Paint Abatement Inspectors and Assessors	182.267-010
Truck Dispatchers	249.167-014
Sanitarian	529.137-014
Equipment Operators	850.683-010
Asbestos Abatement Mechanics	869.134-026
Asbestos Removal Workers	869.684-082
Leaded Paint Abatement Workers	899.364-720
Haz-Mat Truck Drivers	905.663-014
Truck Driver Helpers	905.687-010

Heating, Air Conditioning & Refrigeration Mechanics (OES 859020)

California Occupational Guides: See Heating, Air-Conditioning, and Refrigeration Mechanic**Occupational Outlook Handbook:** See Heating, Air-Conditioning, and Refrigeration Technicians**Dictionary of Occupational Titles:**

Heating and Air-Conditioning Installer and Servicer	637.261-014
Refrigeration Mechanic	637.261-026
Solar-Energy-System Installer	637.261-030
Air and Hydronic Balancing Technician	637.261-034
Evaporative-Cooler Installer	637.381-010
Refrigeration Unit Repairer	637.381-014
Refrigeration Mechanic	827.361-014
Oil-Burner-Servicer-and-Installer	826.281-018
Furnace Installer	826.361-010
Furnace Installer-and-Repairer, Hot Air	869.281-010

Heavy & Tractor-Trailer Truck Drivers (OES 971020)

California Occupational Guides: See Truck Drivers, Heavy**Occupational Outlook Handbook:** See Truckdrivers**Dictionary of Occupational Titles:**

Concrete-Mixing-Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Explosives-Truck Driver	903.683-010
Powder-Truck Driver	903.683-014
Tank-Truck Driver	903.683-018
Tractor-Trailer-Truck Driver	904.383-010
Log-Truck Driver	904.683-010
Milk Driver	905.483-010
Garbage Collector Driver	905.663-010
Truck Driver, Heavy	905.663-014

Heavy & Tractor-Trailer Truck Drivers-continued

Van Driver	905.663-018
Water-Truck Driver II	905.683-010
Hostler	909.663-010
Driver-Utility Worker	919.663-018
Tow-Truck Operator	919.663-026
Drip Pumper	953.583-010

Home Health Care Workers (Aides) (OES 660110)

California Occupational Guides: See Home Health Aides**Occupational Outlook Handbook:** See Homemaker-Home Health Aides**Dictionary of Occupational Titles:**

Home Attendant	354.377-014
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Hotel Catering Managers (OES N/A)

California Occupational Guides: See Food Service Managers**Occupational Outlook Handbook:** See Restaurant and Food Service Managers; See also Hotel Managers and Assistants

Hotel Desk Clerks (OES 538080)

California Occupational Guides: See Hotel Desk Clerks**Occupational Outlook Handbook:** See Hotel and Motel Desk Clerks**Dictionary of Occupational Titles:**

Hotel Clerk	238.367-038
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Human Resources Occupations (OES N/A)

California Occupational Guides: See Human Resources Specialists and Managers**Occupational Outlook Handbook:** See Personnel, Training, and Labor Relations Specialists and Managers

Industrial Truck & Tractor (Forklift) Operators (OES 979470)

California Occupational Guides: See Forklift Operators**Occupational Outlook Handbook:** See Material Moving Equipment Operators**Dictionary of Occupational Titles:**

Hot-Car Operator	519.663-014
Larry Operator	519.683-014
Transfer-Car Operator, Drier	921.583-010
Front-End Loader Operator	921.683-042
Industrial-Truck Operator	921.683-050
Straddle-Truck Operator	921.683-070
Transfer-Car Operator	921.683-078
Yard Worker	929.583-010
Tractor Operator	929.683-014

Instructional Aides (OES 315211)

California Occupational Guides: See Teacher Aides**Occupational Outlook Handbook:** See Teacher Aides**Dictionary of Occupational Titles:**

Teacher Aide I	099.327-010
Teacher Aide II	249.367-074

Interviewing (& Admitting) Clerks (OES 553320)

California Occupational Guides: See Hospital Admitting Managers and Clerks**Occupational Outlook Handbook:** See Interviewing and New Accounts Clerks**Dictionary of Occupational Titles:**

Hospital-Admitting Clerk	205.362-018
Outpatient-Admitting Clerk	205.362-030
Charge-Account Clerk	205.367-014
Creel Clerk	205.367-026
Registration Clerk	205.367-042
Survey Worker	205.367-054
Traffic Checker	205.367-058

Janitors & Cleaners (OES 670050)

California Occupational Guides: See Janitors and Cleaners**Occupational Outlook Handbook:** See Janitors and Cleaners and Cleaning Supervisors**Dictionary of Occupational Titles:**

Change-House Attendant	358.68-7010
Cleaner, Commercial Or Institutional	381.68-7014
Cleaner, Industrial	381.68-7018
Cleaner, Laboratory Equipment	381.68-7022
Cleaner, Wall	381.68-7026
Patch Worker	381.68-7030
Waxer, Floor	381.68-7034
Janitor	382.66-4010
Cleaner, Home Restoration Service	389.66-4010
Sexton	389.66-7010
Sweeper-Cleaner, Industrial	389.68-3010
Cleaner, Window	389.68-7014
Venetian-Blind Cleaner and Repairer	739.687-198
Chimney Sweep	891.687-010
Project-Crew Worker	891.687-018
Hydroelectric-Plant Maintainer	952.687-010

Kindergarten Teachers (OES 313022)

California Occupational Guides: See Elementary School Teachers; See also Preschool Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Kindergarten	092.227-014
Teacher, Preschool	092.227-018

Law Enforcement Officers (OES 630140 and 630320)

California Occupational Guides: See Law Enforcement Occupations**Occupational Outlook Handbook:** See Police, Detectives, and Special Agents**Dictionary of Occupational Titles:**

Protective Officer	372.363-010
Community Service Officer, Patrol	372.367-010
Pilot, Highway Patrol	375.163-014
Accident-Prevention-Squad Police Officer	375.263-010
Police Officer I	375.263-014
State-Highway Police Officer	375.263-018
Police Officer, Crime Prevention	375.264-010
Police Officer III	375.267-038
Border Guard	375.363-010

Law Enforcement Officers-continued

Complaint Evaluation Officer	375.367-014
Police Officer, Booking	375.367-018
Public-Safety Officer	379.263-014
Sheriff, Deputy	377.263-010
Deputy Sheriff, Grand Jury	377.363-010
Deputy Sheriff, Building Guard	377.667-014
Deputy Sheriff, Civil Division	377.667-018

Legal Secretaries (OES 551020)

California Occupational Guides: See Legal Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Legal Secretary	201.362-010
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Licensed Vocational Nurses (OES 325050)

California Occupational Guides: See Licensed Vocational Nurses**Occupational Outlook Handbook:** See Licensed Practical Nurses**Dictionary of Occupational Titles:**

Nurse, Licensed Practical	079.374-014
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Light Truck & Delivery Drivers (OES 971050)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Truckdrivers**Dictionary of Occupational Titles:**

Food-Service Driver	906.683-010
Liquid-Fertilizer Servicer	906.683-014
Telephone-Directory-Distributor Driver	906.683-018
Truck Driver, Light	906.683-022
Driver	913.663-018
Escort Vehicle Driver	919.663-022

Loan Officers & Counselors (OES 211080)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Loan Officers and Counselors**Dictionary of Occupational Titles:**

Commercial Loan Collection Officer	186.167-078
Loan Officer	186.267-018
Loan Review Analyst	186.267-022
Underwriter, Mortgage Loan	186.267-026

Machinists (OES 891080)

California Occupational Guides: See Machinist and Machine Tool Specialists**Occupational Outlook Handbook:** See Machinists and Tool Programmers**Dictionary of Occupational Titles:**

Model Maker, Firearms	600.260-018
Machinist, Experimental	600.260-022
Machinist	600.280-022
Machinist Apprentice	600.280-026
Machinist Apprentice, Automotive	600.280-030
Machinist, Automotive	600.280-034
Maintenance Machinist	600.280-042

DOTs-continued

Fluid-Power Mechanic	600.281-010
Fixture Maker	600.380-010
Rocket-Motor Mechanic	693.261-022
Machinist, Motion-Picture Equipment	714.281-018

Maintenance Repairers (OES 851320)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See General Maintenance Mechanics**Dictionary of Occupational Titles:**

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

Marketing, Advertising & Public Relations Managers (OES 130110)

California Occupational Guides: See Retail Store Managers; See also Public Relations Representatives**Occupational Outlook Handbook:** See Marketing, Advertising, and Public Relations Managers**Dictionary of Occupational Titles:**

Production Manager, Advertising	141.137-010
Executive Producer, Promos	159.167-022
Manager, Export	163.117-014
Manager, Promotion	163.117-018
Director, Media Marketing	163.117-022
Director, Underwriter Solicitation	163.117-026
Manager, Advertising	163.167-010
Manager, Sales	163.167-018
Manager, Utility Sales and Service	163.167-022
Field Representative	163.267-010
Manager, Advertising	164.117-010
Manager, Advertising Agency	164.117-014
Media Director	164.117-018
Account Executive	164.167-010
Area Supervisor, Retail Chain Store	185.117-014
Fashion Coordinator	185.157-010
Supervisor of Sales	185.157-014
Manager, Vehicle Leasing and Rental	187.167-162
Manager, Customer Technical Services	189.117-018

Mechanical Engineers (OES 221350)

California Occupational Guides: See Mechanical Engineers**Occupational Outlook Handbook:** See Mechanical Engineers**Dictionary of Occupational Titles:**

Automotive Engineer	007.061-010
Mechanical Engineer	007.061-014
Mechanical-Design Engineer, Facilities	007.061-018
Mechanical-Design Engineer, Products	007.061-022
Tool Designer	007.061-026
Tool-Designer Apprentice	007.061-030
Utilization Engineer	007.061-034
Applications Engineer, Manufacturing	007.061-038
Stress Analyst	007.061-042
Mechanical Research Engineer	007.161-022

Mechanical Engineers-continued

Test Engineer, Mechanical Equipment	007.161-034
Solar-Energy-Systems Designer	007.161-038
Drawings Checker, Engineering	007.267-010

Medical & Clinical Laboratory Assistants (OES 329050)

California Occupational Guides: See Laboratory Assistants/Technicians; See also Medical and Clinical Laboratory Technologists

Occupational Outlook Handbook: See Clinical Laboratory Technologists and Technicians

Dictionary of Occupational Titles:

Medical-Laboratory Technician	078.381-014
Laboratory Assistant, Blood and Plasma	078.687-010
Laboratory Technician, Pharmaceutical	559.361-010

Medical & Clinical Laboratory Technologists (OES 329020)

California Occupational Guides: See Medical and Clinical Laboratory Technologists

Occupational Outlook Handbook: See Clinical Laboratory Technologists and Technicians

Dictionary of Occupational Titles:

Medical Technologist, Teaching Supervisor	078.121-010
Medical Technologist, Chief	078.161-010
Biochemistry Technologist	078.261-010
Microbiology Technologist	078.261-014
Cytogenetic Technologist	078.261-026
Histotechnologist	078.261-030
Medical Technologist	078.261-038
Cytotechnologist	078.281-010

Medical & Psychiatric Social Workers (Counselors) (OES 273020)

California Occupational Guides: See Social Workers

Occupational Outlook Handbook: See Social Workers

Dictionary of Occupational Titles:

Substance Abuse Counselor	045.107-058
Social Worker, Medical	195.107-030
Social Worker, Psychiatric	195.107-034

Medical Assistants (OES 660050)

California Occupational Guides: See Medical Assistants

Occupational Outlook Handbook: See Medical Assistants

Dictionary of Occupational Titles:

Medical Assistant	079.362-010
Chiropractor Assistant	079.364-010
Podiatric Assistant	079.374-018
Morgue Attendant	355.667-010

Medical Records Technicians (OES 329110)

California Occupational Guides: See Medical Record Technicians and Administrators

Occupational Outlook Handbook: See Medical Record Technicians

Dictionary of Occupational Titles:

Medical Record Technician	079.362-014
Tumor Registrar	079.362-018

Medical Secretaries (OES 551050)

California Occupational Guides: See Medical Secretaries

Occupational Outlook Handbook: See Secretaries

Dictionary of Occupational Titles:

Medical Secretary	201.362-014
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Medical Transcriptionists (DOT 203.582-058)

California Occupational Guides: See Typists and Word Processing Technicians

Occupational Outlook Handbook: See Stenographers and Court Reporters

Motorcycle Repairers (OES 853080)

California Occupational Guides: Not Available

Occupational Outlook Handbook: See Motorcycle, Boat, and Small-Engine Mechanics

Dictionary of Occupational Titles:

Motorcycle Repairer	620.281-054
Motorcycle Subassembly Repairer	620.684-026

Nurse Aides (OES 660080)

California Occupational Guides: See Nurse Aides/Nursing Assistants

Occupational Outlook Handbook: See Nursing Aides and Psychiatric Aides

Dictionary of Occupational Titles:

Nurse, Practical	354.374-010
Birth Attendant	354.377-010
First-Aid Attendant	354.677-010
Nurse Assistant	355.674-014
Orderly	355.674-018

Nursery Workers (OES 790050)

California Occupational Guides: See Nursery Workers

Occupational Outlook Handbook: See Nursery Workers (no detail info.); See also Gardeners and Groundskeepers

Dictionary of Occupational Titles:

Farmworker, Bulbs	405.683-010
Budger	405.684-010
Horticultural Worker I	405.684-014
Flower Picker	405.687-010
Horticultural Worker II	405.687-014
Transplanter, Orchid	405.687-018
Plant-Care Worker	408.364-010
Tree-Surgeon Helper II	408.687-018

Occupational Therapists (OES 323050)

California Occupational Guides: See Occupational Therapists

Occupational Outlook Handbook: See Occupational Therapists

Dictionary of Occupational Titles:

Occupational Therapist	076.121-010
Industrial Therapist	076.167-010

Occupational Therapy Assistants (OES 660210)

California Occupational Guides: See Physical Therapy Aides and Assistants

Occupational Outlook Handbook: See Occupational Therapy Assistants and Aides (no detail info.)

Dictionary of Occupational Titles:

Occupational Therapy Assistant	076.364-010
Occupational Therapy Aide	355.377-010

Office Machine & Cash Register Servicers (OES 859260)**California Occupational Guides:** See Office Machine Servicers**Occupational Outlook Handbook:** See Computer and Office Machine Repairers**Dictionary of Occupational Titles:**

Mail-Processing-Equipment Mechanic	633.261-014
Cash-Register Servicer	633.281-010
Dictating-Transcribing-Machine Servicer	633.281-014
Office-Machine Servicer	633.281-018
Office-Machine-Servicer Apprentice	633.281-022
Statistical-Machine Servicer	633.281-030
Aligner, Typewriter	706.381-010
Repairer, Typewriter	706.381-030

Opticians (OES 325140)**California Occupational Guides:** See Dispensing Opticians**Occupational Outlook Handbook:** See Dispensing Opticians**Dictionary of Occupational Titles:**

Optician, Dispensing	299.361-010
Optician Apprentice, Dispensing	299.361-014

Painters (OES 874020)**California Occupational Guides:** See Painters and Paperhangers**Occupational Outlook Handbook:** See Painters and Paperhangers**Dictionary of Occupational Titles:**

Painter	840.381-010
Painter Apprentice, Shipyard	840.381-014
Painter, Shipyard	840.381-018
Painter, Stage Settings	840.681-010
Glass Tinter	840.684-010
Paperhanger	841.381-010
Railroad-Car Letterer	845.681-010
Construction Worker I	869.664-014

Paralegal Personnel (OES 283050)**California Occupational Guides:** See Paralegal Personnel**Occupational Outlook Handbook:** See Paralegals**Dictionary of Occupational Titles:**

Legal Investigator	119.267-022
Paralegal	119.267-026

Personnel Clerks (OES 553140)**California Occupational Guides:** See Bookkeeping, Accounting, and Auditing Clerks; See also Clerks, General Office**Occupational Outlook Handbook:** See Personnel Clerks**Dictionary of Occupational Titles:**

Civil-Service Clerk	205.362-010
Employment Clerk	205.362-014
Identification Clerk	205.362-022
Supervisor, Contingents	205.367-050
Referral Clerk, Temporary Help Agency	205.367-062
Benefits Clerk II	205.567-010
Personnel Clerk	209.362-026
Agent-Contract Clerk	241.267-010
Assignment Clerk	249.367-090

Pharmacists (OES 325170)**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Pharmacists**Dictionary of Occupational Titles:**

Pharmacist	074.161-010
Radiopharmacist	074.161-014
Director, Pharmacy Services	074.167-010

Pharmacy Technicians (OES 325181)**California Occupational Guides:** See Pharmacy Technicians (Hospital)**Occupational Outlook Handbook:** Pharmacy Assistants (no detail info.)**Dictionary of Occupational Titles:**

Pharmacy Technician	074.382-010
Certified Medication Technician	355.374-014

Photographers (OES 340230)**California Occupational Guides:** See Photographers**Occupational Outlook Handbook:** See Photographers and Camera Operators**Dictionary of Occupational Titles:**

Photographer, Aerial	143.062-014
Photographer, Apprentice	143.062-018
Photographer, Scientific	143.062-026
Photographer, Still	143.062-030
Photojournalist	143.062-034
Biological Photographer	143.362-010
Ophthalmic Photographer	143.362-014
Photographer, Finish	143.382-014
Photographer	143.457-010
Sewer-Line Photo-Inspector	851.362-010

Photographic Processing Machine Operators (OES 929080)**California Occupational Guides:** See Photofinishing Occupations**Occupational Outlook Handbook:** See Photographic Process Workers**Dictionary of Occupational Titles:**

Platemaker, Semiconductor Packages	972.384-014
Camera Operator, Title	976.382-010
Color-Printer Operator	976.382-014
Film Developer	976.382-018
Photographic Aligner, Semiconductor Wafers	976.382-030
Photo Mask Processor	976.384-014
Microfilm Processor	976.385-010
Take-Down Sorter	976.665-010
Film Printer	976.682-010
Printer Operator, Black-and-White	976.682-014
Rectification Printer	976.682-018
Microfilm-Camera Operator	976.682-022
Film Laboratory Technician	976.684-014
Contact Printer, Printed Circuit Boards	976.684-030
Contact Worker, Lithography	976.684-038
Developer, Automatic	976.685-014
Film Laboratory Technician	976.685-018
Mounter, Automatic	976.685-022
Print Developer, Automatic	976.685-026
Utility Worker, Film Processing	976.685-030
Developer, Printed Circuit Board Panels	976.685-034

Physical Therapist Assistants (OES 660171)**California Occupational Guides:** See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy Assistants and Aides**Dictionary of Occupational Titles:**

Physical Therapist Assistant 076.224-010

Physical Therapists (OES 323080)**California Occupational Guides:** See Physical Therapists**Occupational Outlook Handbook:** See Physical Therapists**Dictionary of Occupational Titles:**

Physical Therapist 076.121-014

Physical Therapy Aides (OES 660172)**California Occupational Guides:** See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy Assistants and Aides (no detail info.)**Dictionary of Occupational Titles:**

Physical Therapist Assistant 076.224-010

Plumbers (OES 875020)**California Occupational Guides:** See Plumbers**Occupational Outlook Handbook:** See Plumbers and Pipefitters**Dictionary of Occupational Titles:**

Pipe Fitter 862.261-010
 Coppersmith 862.281-010
 Coppersmith Apprentice 862.281-014
 Pipe Fitter 862.281-022
 Pipe-Fitter Apprentice 862.281-026
 Gas-Main Fitter 862.361-014
 Pipe Fitter, Diesel Engine I 862.361-018
 Steam Service Inspector 862.361-022
 Industrial-Gas Fitter 862.381-014
 Pipe Fitter, Diesel Engine II 862.381-022
 Plumber 862.381-030
 Plumber Apprentice 862.381-034
 Plumber 862.681-010
 Pipe Cutter 862.682-010
 Water-Softener Servicer-and-Installer 862.684-034

Pre-Press Workers (Print Shop) (OES N/A)**California Occupational Guides:** See Compositors and Typesetters; See also Commercial Printing Press Operators**Occupational Outlook Handbook:** See Prepress Workers**Preschool Teachers (OES 313021)****California Occupational Guides:** See Preschool Teachers**Occupational Outlook Handbook:** See Preschool Workers**Dictionary of Occupational Titles:**

Teacher, Kindergarten 092.227-014
 Teacher, Preschool 092.227-018

Printing Press Machine Operators (OES 925430)**California Occupational Guides:** See Commercial Printing Press Operators**Occupational Outlook Handbook:** See Printing Press Operators**Dictionary of Occupational Titles:**

Embossing-Machine Tender 649.685-038
 Proof-Press Operator 651.582-010
 Lithographic-Proofreader Apprentice 651.582-014
 Assistant-Press Operator 651.585-010
 Offset-Duplicating-Machine Operator 651.682-014
 Stripper 651.682-018
 Bag Printer 651.685-010
 Design Printer, Balloon 651.685-014
 Offset-Press Operator II 651.685-018
 Platen-Press Feeder 651.685-022
 Assistant Press Operator, Offset 651.685-026
 Rubber-Printing-Machine Operator 652.462-010
 Marker 652.582-010
 Rotary-Screen-Printing-Machine Operator 652.582-014
 Print-Line Operator 652.662-018
 Embossograph Operator 652.682-014
 Screen-Printing-Machine Operator 652.682-018
 Stamping-Press Operator 652.682-030
 Back Tender, Cloth Printing 652.685-010
 Binding Printer 652.685-014
 Decorating-Machine Operator 652.685-026
 Ink Printer 652.685-038
 Marking-Machine Operator 652.685-046
 Marking-Machine Operator 652.685-050
 Name-Plate Stamper 652.685-054
 Press Feeder 652.685-058
 Printer 652.685-062
 Printer, Floor Covering 652.685-066
 Printing-Machine Operator, Folding Rules 652.685-074
 Roller Operator 652.685-078
 Stamper 652.685-082
 Strike-Off-Machine Operator 652.685-090
 Ticketer 652.685-098
 Wad-Printing-Machine Operator 652.685-102
 Symbol Stamper, Semiconductor Packages 652.685-110
 Printer-Slotter Operator 659.662-010
 Instant Print Operator 979.362-010
 Clamper 979.382-010
 Silk-Screen Printer, Machine 979.685-010

Property & Real Estate Managers (OES 150110)**California Occupational Guides:** See Apartment Managers**Occupational Outlook Handbook:** See Property and Real Estate Managers**Dictionary of Occupational Titles:**

Manager, Land Development 186.117-042
 Manager, Leasing 186.117-046
 Real-Estate Agent 186.117-058
 Rental Manager, Public Events Facilities 186.117-062
 Manager, Apartment House 186.167-018
 Manager, Housing Project 186.167-030
 Manager, Land Leases-and-Rentals 186.167-038

Property & Real Estate Managers-continued

Manager, Market	186.167-042
Manager, Property	186.167-046
Condominium Manager	186.167-062
Manager, Real-Estate Firm	186.167-066
Manager, Title Search	186.167-090
Superintendent, Building	187.167-190
Business-Opportunity-and-Property-Investment Broke	189.157-010
Lease Buyer	191.117-030
Permit Agent, Geophysical Prospecting	191.117-042
Right-Of-Way Agent	191.117-046
Right-Of-Way Supervisor	191.117-050

Psychiatric Technicians (OES 329310)

California Occupational Guides: See Psychiatric Technicians

Occupational Outlook Handbook: See Nursing Aides and Psychiatric Aides

Dictionary of Occupational Titles:

Psychiatric Technician	079.374-026
------------------------	-------------

Receptionists & Information Clerks (OES 553050)

California Occupational Guides: See Receptionists and Information Clerks

Occupational Outlook Handbook: See Receptionists

Dictionary of Occupational Titles:

Credit Reporting Clerk	203.362-014
Registrar	205.367-038
Information Clerk, Automobile Club	237.267-010
Appointment Clerk	237.367-010
Information Clerk	237.367-018
Information Clerk	237.367-022
Land-Leasing Examiner	237.367-026
Receptionist	237.367-038
Referral-and-Information Aide	237.367-042
Telephone Quotation Clerk	237.367-046
Tourist-Information Assistant	237.367-050
Space Scheduler	238.367-022
Scheduler	238.367-034
Policyholder-Information Clerk	249.262-010
Park Aide	249.367-082

Registered Nurses (OES 325020)

California Occupational Guides: See Registered Nurses and Nurse Practitioners

Occupational Outlook Handbook: See Registered Nurses

Dictionary of Occupational Titles:

Nurse, School	075.124-010
Nurse, Staff, Community Health	075.124-014
Nurse, Consultant	075.127-014
Nurse, Supervisor, Community-Health Nursing	075.127-026
Nurse, Supervisor, Evening-Or-Night	075.127-030
Nurse, Infection Control	075.127-034
Nurse, Supervisor, Occupational Health Nursing	075.137-010
Nurse, Head	075.137-014
Nurse, Supervisor	075.167-010
Quality Assurance Coordinator	075.167-014

DOTs-continued

Nurse Practitioner	075.264-010
Nurse-Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse Anesthetist	075.371-010
Nurse, Office	075.374-014
Nurse, Private Duty	075.374-018
Nurse, Staff, Occupational Health Nursing	075.374-022

Respiratory Care Practitioners (Therapists) (OES 323020)

California Occupational Guides: See Respiratory Therapists

Occupational Outlook Handbook: See Respiratory Therapists

Dictionary of Occupational Titles:

Respiratory Therapist	076.361-014
-----------------------	-------------

Restaurant Cooks (OES 650260)

California Occupational Guides: See Cooks and Chefs

Occupational Outlook Handbook: See Chefs, Cooks, and Other Kitchen Workers

Dictionary of Occupational Titles:

Chef De Froid	313.281-010
Cook	313.361-014
Cook, Apprentice	313.361-018
Cook, Specialty, Foreign Food	313.361-030
Garde Manger	313.361-034
Cook, Barbecue	313.381-022
Ice-Cream Chef	313.381-034
Cook, Station	315.361-022
Cook, Larder	315.381-014
Cook, Railroad	315.381-018

Retail Sales First Line Supervisors & Managers (OES 410020)

California Occupational Guides: See Retail Store Managers

Occupational Outlook Handbook: See Retail Managers

Dictionary of Occupational Titles:

Buyer, Grain	162.167-010
Wholesaler	185.157-018
Commissary Manager	185.167-010
Manager, Automobile Service Station	185.167-014
Manager, Distribution Warehouse	185.167-018
Manager, Food Concession	185.167-022
Manager, Machinery-Or-Equipment, Rental and Leasing	185.167-026
Manager, Meat Sales and Storage	185.167-030
Manager, Parts	185.167-038
Manager, Retail Store	185.167-046
Manager, Textile Conversion	185.167-050
Manager, Tobacco Warehouse	185.167-054
Wholesaler I	185.167-070
Manager, Insurance Office	186.167-034
Manager, Employment Agency	187.167-098
Manager, Sales	187.167-138
Supervisor, Advertising-Material Distributors	230.137-010
Manager, Department	299.137-010
Sales Supervisor, Malt Liquors	299.137-014
Supervisor, Ice Storage, Sale, and Delivery	299.137-022
Supervisor, Marina Sales and Service	299.137-026

Roofers (OES 878080)**California Occupational Guides:** See Carpenters**Occupational Outlook Handbook:** See Roofers**Dictionary of Occupational Titles:**

Roofer	866.381-010
Roofer Apprentice	866.381-014
Roofer Applicator	866.684-010

Sales Agents & Placers (Insurance) (OES 430020)**California Occupational Guides:** See Insurance Sales Agents**Occupational Outlook Handbook:** See Insurance Agents and Brokers**Dictionary of Occupational Titles:**

Placer	239.267-010
Sales Agent, Insurance	250.257-010

Salespersons, Parts (OES 490140)**California Occupational Guides:** Automobile Parts Counter Workers**Occupational Outlook Handbook:** See Retail Sales Workers**Dictionary of Occupational Titles:**

Salesperson, Photographic Supplies and Equipment	277.357-050
Salesperson, Parts	279.357-062

Salespersons, Retail (OES 490112)**California Occupational Guides:** See Retail Store Managers**Occupational Outlook Handbook:** See Retail Sales Workers**Dictionary of Occupational Titles:** 52 related DOT Titles**School Bus Drivers (OES 971110)****California Occupational Guides:** See Bus Drivers**Occupational Outlook Handbook:** See Busdrivers**Dictionary of Occupational Titles:**

Bus Driver	913.463-010
------------	-------------

Secondary School Teachers (OES 313080)**California Occupational Guides:** See Secondary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Industrial Arts	091.221-010
Teacher, Secondary School	091.227-010
Instructor, Physical Education	099.224-010
Instructor, Military Science	099.227-022

Secretaries (OES 551080)**California Occupational Guides:** See Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Social Secretary	201.162-010
Membership Secretary	201.362-018
School Secretary	201.362-022
Script Supervisor	201.362-026
Secretary	201.362-030
Trust Operations Assistant	219.362-074

Sheet Metal Workers (OES 891320)**California Occupational Guides:** See Sheet Metal Workers**Occupational Outlook Handbook:** See Sheetmetal Workers**Dictionary of Occupational Titles:**

Sheet-Metal Worker	804.281-010
Sheet-Metal-Worker Apprentice	804.281-014

Social Workers (OES 273050)**California Occupational Guides:** See Social Workers**Occupational Outlook Handbook:** See Social Workers**Dictionary of Occupational Titles:**

Supervisor, Volunteer Services	187.137-014
Field Representative	189.267-010
Caseworker	195.107-010
Caseworker, Child Welfare	195.107-014
Caseworker, Family	195.107-018
Social Group Worker	195.107-022
Social Worker, Delinquency Prevention	195.107-026
Social Worker, School	195.107-038
Correctional-Treatment Specialist	195.107-042
Probation-and-Parole Officer	195.107-046
Casework Supervisor	195.137-010
Group Worker	195.164-010
Community Organization Worker	195.167-010
Community-Relations-and-Services Advisor, Public	195.167-014
Patient-Resources-and-Reimbursement Agent	195.267-018
Child Support Officer	195.267-022
Community Worker	195.367-018
Preparole-Counseling Aide	195.367-026

Special Education Teachers (OES 313110)**California Occupational Guides:** See Special Education Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Work-Study Coordinator, Special Education	094.107-010
Teacher, Hearing Impaired	094.224-010
Teacher, Physically Impaired	094.224-014
Teacher, Visually Impaired	094.224-018
Teacher, Emotionally Impaired	094.227-010
Teacher, Mentally Impaired	094.227-022
Teacher, Vocational Training	094.227-026
Teacher, Learning Disabled	094.227-030
Evaluator	094.267-010
Teacher, Resource	099.227-042
Supervisor, Contract-Sheltered Workshop	187.134-010
Teacher, Home Therapy	195.227-018

Speech-Language Pathologists & Audiologists (OES 323140)**California Occupational Guides:** See Speech-Language Pathologists and Audiologists**Occupational Outlook Handbook:** See Speech-Language Pathologists and Audiologists**Dictionary of Occupational Titles:**

Audiologist	076.101-010
Voice Pathologist	076.104-010
Speech Pathologist	076.107-010

Statistical Financial Analysts (OES 253150)**California Occupational Guides:** See Statisticians**Occupational Outlook Handbook:** See Statisticians; See also Budget Analysts**Dictionary of Occupational Titles:**

Investment Analysts 160.267-026

Stock Clerks (Warehouse Workers) (OES 580230)**California Occupational Guides:** See Stock Clerks**Occupational Outlook Handbook:** See Stock Clerks**Dictionary of Occupational Titles:**

Merchandise Distributor 219.367-018
 Space-and-Storage Clerk 219.387-026
 Stock Control Clerk 219.387-030
 Odd-Piece Checker 221.587-018
 Outsole Scheduler 221.587-022
 Metal-Control Coordinator 222.167-010
 Cut-File Clerk 222.367-014
 Film-Or-Tape Librarian 222.367-026
 Magazine Keeper 222.367-038
 Parts Clerk 222.367-042
 Prescription Clerk, Lens-and-Frames 222.367-050
 Tool-Crib Attendant 222.367-062
 Fuel-Oil Clerk 222.387-018
 Inventory Clerk 222.387-026
 Linen-Room Attendant 222.387-030
 Material Clerk 222.387-034
 Property Custodian 222.387-042
 Stock Clerk 222.387-058
 Storekeeper 222.387-062
 Checker, Bakery Products 222.487-010
 Kitchen Clerk 222.587-022
 Transformer-Stock Clerk 222.587-054
 Meat Clerk 222.684-010
 Tooth Clerk 222.687-038
 Protective-Clothing Issuer 222.687-046
 Field Recorder 229.367-010
 Parts Lister 229.367-014
 Quality-Control Clerk 229.587-014
 Parts-Order-and-Stock Clerk 249.367-058
 Supply Clerk 339.687-010
 Central-Supply Worker 381.687-010
 Custodian, Athletic Equipment 969.367-010

Surgical Technicians (OES 329280)**California Occupational Guides:** See Surgical Technicians**Occupational Outlook Handbook:** See Surgical Technologists**Dictionary of Occupational Titles:**

Surgical Technician 079.374-022

Systems Analysts (Computer) (OES 251020)**California Occupational Guides:** See Computer Systems Analysts**Occupational Outlook Handbook:** See Computer Scientists and Systems Analysts**Dictionary of Occupational Titles:**

Programmer-Analyst 030.162-014
 Systems Programmer 030.162-022
 Systems Analyst 030.167-014
 Quality Assurance Analyst 033.262-010
 Information Scientist 109.067-010

Tellers (OES 531020)**California Occupational Guides:** See Tellers**Occupational Outlook Handbook:** See Bank Tellers**Dictionary of Occupational Titles:**

Foreign Banknote Teller-Trader 211.362-014
 Teller 211.362-018
 Teller, Vault 211.382-010
 Coupon Clerk 219.462-010

Traffic, Shipping & Receiving Clerks (OES 580280)**California Occupational Guides:** See Shipping and Receiving Clerks**Occupational Outlook Handbook:** See Traffic, Shipping, and Receiving Clerks**Dictionary of Occupational Titles:**

Reconsignment Clerk 209.367-042
 Traffic Clerk 214.587-014
 Paper-Control Clerk 219.367-022
 Shipping-Order Clerk 219.367-030
 Industrial-Order Clerk 221.367-022
 Ticket Puller 221.687-014
 Truckload Checker 222.367-066
 Car Checker 222.387-014
 Gun-Repair Clerk 222.387-022
 Shipping and Receiving Clerk 222.387-050
 Sorter-Pricer 222.387-054
 Milk-Receiver, Tank Truck 222.485-010
 Grain Elevator Clerk 222.567-010
 Ship Runner 222.567-014
 Distributing Clerk 222.587-018
 Route-Delivery Clerk 222.587-034
 Vault Worker 222.587-058
 Routing Clerk 222.687-022
 Shipping Checker 222.687-030
 Incoming-Freight Clerk 248.362-010
 Booking Clerk 248.367-014
 Container Coordinator 248.367-022
 Checker 919.687-010
 Photofinishing Laboratory Worker 976.687-018

Travel Agents (OES 430210)**California Occupational Guides:** See Travel Agents**Occupational Outlook Handbook:** See Travel Agents**Dictionary of Occupational Titles:**

Travel Agent 252.152-010

Upholsterers (OES 895080)**California Occupational Guides:** See Upholsterer**Occupational Outlook Handbook:** See Upholsterers**Dictionary of Occupational Titles:**

Automobile Upholsterer	780.381-010
Automobile-Upholsterer Apprentice	780.381-014
Furniture Upholsterer	780.381-018
Furniture-Upholsterer Apprentice	780.381-022
Upholsterer, Limousine and Hearse	780.381-026
Upholsterer, Inside	780.381-038
Upholsterer	780.384-014
Upholstery Repairer	780.684-122

Vocational & Educational Counselors (OES 315140)**California Occupational Guides:** See Counselors, Rehabilitation and School**Occupational Outlook Handbook:** See Counselors**Dictionary of Occupational Titles:**

Counselor	045.107-010
Counselor, Nurses' Association	045.107-014
Director of Counseling	045.107-018
Residence Counselor	045.107-038
Vocational Rehabilitation Counselor	045.107-042
Counselor, Marriage and Family	045.107-054
Director of Guidance In Public Schools	045.117-010
Foreign-Student Adviser	090.107-010
Supervisor, Special Services	169.267-026

Vocational Education Teachers & Instructors (OES 313140)**California Occupational Guides:** See Trade and Technical Teachers**Occupational Outlook Handbook:** See Adult Education Teachers**Dictionary of Occupational Titles:**

Instructor, Psychiatric Aide	075.127-010
Instructor, Business Education	090.222-010
Instructor, Vocational Training	097.221-010
Instructor, Correspondence School	099.227-014
Instructor, Ground Services	099.227-018
Teacher, Adult Education	099.227-030
Instructor, Technical Training	166.221-010
Training Representative	166.227-010
Private-Branch-Exchange Service Adviser	235.222-010
Customer-Service-Representative Instructor	239.227-010
Police-Academy Instructor	375.227-010
Training Technician	522.264-010
Field-Service Representative	621.221-010
Instructor, Weaving	683.222-010
Instructor	689.324-010
Instructor, Watch Assembly	715.221-010
Instructor, Decorating	740.221-010
Instructor	788.222-010
Instructor, Apparel Manufacture	789.222-010
Instructor, Bus, Trolley, and Taxi	919.223-010
Instructor, Wastewater-Treatment Plant	955.222-010

Waiters & Waitresses (OES 650080)**California Occupational Guides:** See Waiters/Waitresses**Occupational Outlook Handbook:** See Food and Beverage Service Workers**Dictionary of Occupational Titles:**

Wine Steward/Stewardess	310.357-010
Waiter/Waitress, Bar	311.477-018
Waiter/Waitress, Dining Car	311.477-022
Waiter/Waitress, Formal	311.477-026
Waiter/Waitress, Informal	311.477-030
Waiter/Waitress, Buffet	311.674-018
Mess Attendant	350.677-010
Steward/Stewardess, Wine	350.677-026
Waiter/Waitress	350.677-030
Waiter/Waitress, Club	352.677-018

Water Treatment Plant Operators (OES 950020)**California Occupational Guides:** See Water and Wastewater Treatment Plant Operators**Occupational Outlook Handbook:** See Water and Wastewater Treatment Plant Operators**Dictionary of Occupational Titles:**

Pump-Station Operator, Waterworks	954.382-010
Water-Treatment-Plant Operator	954.382-014
Wastewater-Treatment-Plant Operator	955.362-010
Clarifying-Plant Operator	955.382-010
Waste-Treatment Operator	955.382-014
Wastewater-Treatment-Plant Attendant	955.585-010

Welders (OES 939140)**California Occupational Guides:** See Welders and Cutters**Occupational Outlook Handbook:** See Welders, Cutters, and Welding Machine Operators**Dictionary of Occupational Titles:**

Heat Welder, Plastics	553.684-010
Liner Assembler	613.667-010
Torch-Straightener-and Heater	709.684-086
Lead Burner	727.684-022
Welder Apprentice, Arc	810.384-010
Welder, Arc	810.384-014
Welder, Gun	810.664-010
Welder, Tack	810.684-010
Welder Apprentice, Gas	811.684-010
Welder, Gas	811.684-014
Brazer, Assembler	813.684-010
Arc Cutter	816.364-010
Thermal Cutter, Hand	816.464-010
Thermal Cutter, Hand	816.684-010
Lead Burner	819.281-010
Lead-Burner Apprentice	819.281-014
Welder, Experimental	819.281-022
Welder-Fitter	819.361-010
Welder-Fitter Apprentice	819.361-014
Welder-Assembler	819.381-010
Welder, Combination	819.384-010
Welder Apprentice, Combination	819.384-014
Welder, Production Line	819.684-010

Occupation-Training Index

Accountants & Auditors

California State University, Sacramento	496
Golden Gate University	499
National University	501
University of California, Davis	502
University of Phoenix, Sacramento Campus	506

Actors & Models

California State University, Sacramento	496
Cast Images	391
University of California, Davis	502

Accounting Clerks/Technicians

see Bookkeeping, Accounting & Auditing Clerks

Administrative Assistants

see Office Managers & Administrative Assistants
see also Secretaries

Agricultural Related Occupations

California State University, Sacramento	496
D-Q University	397
Sierra College	354
University of California, Davis	502
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364

Aircraft Mechanics

Embry-Riddle Aeronautical University	499
Sacramento City College	340

Alcohol & Drug Counselors

see Medical & Psychiatric Social Workers

Animal Health Technicians

Cosumnes River College	328
Sierra College	354
Western Career College	463

Artists

California State University, Sacramento	496
D-Q University	397
The Union Institute	501
University of California, Davis	502

Assemblers & Fabricators

Sierra College	354
Sacramento County Regional Occupational Programs	468
Yolo County Regional Occupational Programs	489

Attorneys

Lincoln Law School of Sacramento	500
Lorenzo Patino School of Law	500
McGeorge School of Law	500
University of California, Davis	502

Automotive Body & Related Repairers

American River College	310
Golden & Sons Unibody and Refinishing School	407
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468

Automotive Mechanics

American River College	310
Automotive Diagnostics	375
Cosumnes River College	328
Golden & Sons Unibody and Refinishing School	407
Sacramento Automotive JAC	303
Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
Sierra College	354
Yolo County Regional Occupational Programs	489

Barbers

Moler Barber College	426
----------------------	-----

Bartenders

Bartenders School of Sacramento	376
---------------------------------	-----

Billing, Cost & Rate Clerks

EBM Business Institute	400
New Directions Learning Center	437
Office Skills Center	440
Pacific Technical Institute	443
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Vocational Evaluation Services, Inc.	460
Western Career College	463

Boilermakers

Boilermaker J.A.C.	290
--------------------	-----

Bookkeeping, Accounting & Auditing Clerks

American River College	310
Basic Business Training	377
Business & Technology Training Institute	379
Cosumnes River College	328
D-Q University	397
Folsom-Cordova Adult Education	278
Grant Adult & Community Education	279
Heald Business College	410
Humphreys College	415
MTI Western Business College	429
National Education Center-Sawyer Campus	435
New Directions Learning Center	437
Office Skills Center	440
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Sierra College	354
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364

Bread & Pastry Bakers

see Cooking Related Occupations

Bricklayers

Sacramento Bricklayers, Local #3 304

Building Inspectors

see Construction & Building Inspectors

Bus & Truck (Diesel) Mechanics

Sacramento City USD Skills & Business Education Center 283

Business Related Occupations

American River College 310
 Business & Technology Training Institute 379
 California State University, Sacramento 496
 Chapman University 498
 Cosumnes River College 328
 California State University, Sacramento-Regional & Continuing Ed. 498
 Golden Gate University 499
 Goodwill Industries of Sacramento Valley, Inc. 408
 Heald Business College 410
 Humphreys College 415
 MTI Western Business College 429
 National Education Center-Sawyer Campus 435
 National University 501
 Office Skills Center 440
 Pacific Technical Institute 443
 Sacramento City College 340
 Sacramento City USD Skills & Business Education Center 283
 Sacramento County Regional Occupational Programs 468
 San Juan Adult Education 286
 Sierra College 354
 University of California, Davis-University Extension 506
 University of California, Davis 502
 University of Phoenix, Sacramento Campus 506
 Yuba College-Woodland Campus 364

Butchers & Meatcutters

United Food & Commercial Workers, Local #588 308

Cabinetmakers & Bench Carpenters

Millmen & Industrial Carpenters Union, Local #1618 298
 Sacramento County Regional Occupational Programs 468
 Sierra College 354
 Yolo County Regional Occupational Programs 489

Carpenters

Carpenters 46 Northern California Counties JATC 291
 Carpenters Apprenticeship Training Center 292
 Sacramento County Regional Occupational Programs 468
 Sierra College 354

Carpet Installers

Carpet, Linoleum, Tile, Local #1237 294

Cashiers

Vocational Evaluation Services, Inc. 460
 Sacramento County Regional Occupational Programs 468

Cement Masons

see Concrete & Terrazzo Finishers

Central Supply Technicians (Medical)

Sacramento County Regional Occupational Programs 468

Chemical Engineers

University of California, Davis 502

Child Care Workers

American River College 310
 Cosumnes River College 328
 Sacramento City College 340
 Sacramento County Regional Occupational Programs 468
 Sierra College 354
 The College for Early Childhood Educators 455
 Yolo County Regional Occupational Programs 489
 Yuba College-Woodland Campus 364

Chiropractor Assistants

Sacramento County Regional Occupational Programs 468
 see also Medical Assistants

Civil Engineers

California State University, Sacramento 496
 University of California, Davis 502

Computer Network Administrators

Advanced Career Technologies Institute 373
 Business & Technology Training Institute 379
 California State University, Sacramento 496
 Chapman University 498
 CompuVista Business Institute 394
 California State University, Sacramento-Regional & Continuing Ed. 498
 Golden Gate University 499
 Heald Institute of Technology 411
 National University 501
 University of California, Davis-University Extension 506
 University of California, Davis 502

Computer Programmers

American River College 310
 California State University, Sacramento 496
 CompuVista Business Institute 394
 California State University, Sacramento-Regional & Continuing Ed. 498
 MTI Western Business College 429
 National University 501
 Sacramento County Regional Occupational Programs 468
 University of California, Davis-University Extension 506
 University of California, Davis 502
 Yolo County Regional Occupational Programs 489

Computer Related Occupations

Advanced Career Technologies Institute	373
American River College	310
Business & Technology Training Institute	379
California State University, Sacramento	496
CompuVista Business Institute	394
Cosumnes River College	328
California State University, Sacramento-Regional & Continuing Ed.	498
Golden Gate University	499
Grant Adult & Community Education	279
MTI Western Business College	429
National University	501
Pacific Technical Institute	443
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Sierra College	354
University of California, Davis-University Extension	506
University of California, Davis	502
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364

Computer Service Technicians

see Data Processing Equipment (Computer) Repairers

Concrete & Terrazzo Finishers

Cement Masons, Local #582	295
---------------------------	-----

Construction & Building Inspectors

Cosumnes River College	328
Timberline Construction Education Center	456

Cooking Related Occupations

American River College	310
Cosumnes River College	328
Lederwolff Culinary Academy	422
Sierra College	354

Cooks, Institution & Cafeteria

see Cooking Related Occupations
see also Food Service Occupations

Correctional & Probation Officers

California State University, Sacramento	496
Chapman University	498
National University	501
Sacramento City College	340
Yuba College-Woodland Campus	364

Cosmeticians

Academy of Permanent Cosmetics	372
Citrus Heights Beauty College	393
Federico College of Hairstyling	404
My-Le's Beauty College	432

Cosmetologists

see Hairdressers, Hairstylists, & Cosmetologists

Cost Estimators

Careers In Construction	390
Construction Plus Training	395
Cosumnes River College	328
Timberline Construction Education Center	456

Court Reporters

Humphreys College	415
Sacramento City USD Skills & Business Education Center	283

Crane Operators

Operating Engineers JAC	299
-------------------------	-----

Data Entry Keyers

CompuVista Business Institute	394
Cosumnes River College	328
EBM Business Institute	400
Goodwill Industries of Sacramento Valley, Inc.	408
Grant Adult & Community Education	279
Humphreys College	415
MTI Western Business College	429
Office Skills Center	440
Sacramento County Regional Occupational Programs	468
Vocational Evaluation Services, Inc.	460

Data Processing Equipment (Computer) Repairers

Advanced Career Technologies Institute	373
American River College	310
Business & Technology Training Institute	379
CompuVista Business Institute	394
Heald Institute of Technology	411
ITT Technical Institute	418
Sacramento County Regional Occupational Programs	468
Sierra Hi-Tech	453

Dental Assistants

High-Tech Institute Medical Careers	413
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
Western Career College	463

Dental Hygienists

Sacramento City College	340
-------------------------	-----

Dental Laboratory Technicians

Elayan Dental Lab Institute	401
-----------------------------	-----

Designers, Clothing & Fashion

American River College	310
Sierra College	354
University of California, Davis	502

Detectives & Investigators (Private)

California State University, Sacramento	496
Chapman University	498
Cosumnes River College	328
National University	501

Detectives & Investigators (Private)-continued

Sacramento City College	340
Sacramento County Regional Occupational Programs	468
Sierra College	354
Yuba College-Woodland Campus	364

Diagnostic Radiologic Technologists

High-Tech Institute Medical Careers	413
-------------------------------------	-----

Diesel Mechanics

see Bus & Truck (Diesel) Mechanics

Dietetic Technicians

American River College	310
------------------------	-----

Dispatchers (Non-Emergency)

Vocational Evaluation Services, Inc.	460
--------------------------------------	-----

Drafters

Cosumnes River College	328
ITT Technical Institute	418
Precision Technical Institute	446
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
Sierra College	354
Sierra Hi-Tech	453
Yolo County Regional Occupational Programs	489

Drywall Installers

Drywall/Lathing JATC	296
Painters and Tapers, Local #487	300

EKG Technicians

National Career Education	433
---------------------------	-----

Electrical & Electronic Engineering Technicians

American River College	310
California State University, Sacramento	496
Heald Institute of Technology	411
ITT Technical Institute	418
Paxton Trade Schools	445
Sacramento City College	340
University of California, Davis	502
University of California, Davis-University Extension	506

Electrical & Electronic Engineers

California State University, Sacramento	496
University of California, Davis	502

Electrical & Electronic Equipment Assemblers

Sacramento County Regional Occupational Programs	468
see also Electrical & Electronic Engineering Technicians	

Electricians

Paxton Trade Schools	445
Sacramento Area Electrical JATC	302
WECA Electrical Apprenticeship Program	309

Electromedical & Biomedical Equipment Repairers

see Electrical & Electronic Engineering Technicians

Electronic Entertainment Equipment Repairers

see Electrical & Electronic Engineering Technicians

Elementary School Teachers

California State University, Sacramento	496
University of California, Davis	502

Emergency Medical Technicians

Northern California Training Institute	439
Sacramento County Regional Occupational Programs	468
see also Paramedics	

Employment Interviewers

see Business Related Occupations

Farm Equipment Mechanics

Yolo County Regional Occupational Programs	489
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Farriers (Horseshoers)

Pacific Coast Horseshoeing School	441
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Financial Analysts

see Statistical Financial Analysts

Firefighters

American River College	310
Cosumnes River College	328
Sacramento County Regional Occupational Programs	468
Sierra College	354
University of California, Davis-University Extension	506

Floor Covering Installers

Carpet, Linoleum, Tile, Local #1237	294
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Floral Designers

Lydia Reibel Floral Design School	425
Sacramento County Regional Occupational Programs	468
Sebastian Schaeffer Institute	452
Yolo County Regional Occupational Programs	489

Food Service (Restaurant) Managers

American River College	310
Cosumnes River College	328

Food Service Occupations

Sacramento County Regional Occupational Programs	468
Sierra College	354
University of California, Davis	502
see also Cooking Related Occupations	

Forestry Related Occupations

American River College	310
Sierra College	354
University of California, Davis	502

Forklift Operators

see Industrial Truck & Tractor (Forklift) Operators

Gardeners & Groundskeepers

American River College	310
Cosumnes River College	328
Sacramento City USD Skills & Business Education Center	283
Sierra College	354
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364

Gerontology Related Occupations

American River College	310
Cosumnes River College	328
Sacramento City College	340

Glaziers

Sacramento Glaziers Joint Apprenticeship	304
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Grader, Dozer & Scraper (Heavy Equipment) Operators

Operating Engineers JAC	299
Sacramento County Regional Occupational Programs	468

Graphic Arts Designers & Technicians

American River College	310
California State University, Sacramento	496
Cosumnes River College	328
Office Skills Center	440
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
University of California, Davis-University Extension	506
Yolo County Regional Occupational Programs	489

Guards & Watch Guards (Security Officers)

California Security Training Academy, Inc.	387
Sacramento City College	340

Hairdressers, Hairstylists & Cosmetologists

Career College of Cosmetology	389
Citrus Heights Beauty College	393
Elite Academy	402
Federico College of Hairstyling	404
Jerrylee Beauty College	420
Moler Barber College	426
My-Le's Beauty College	432
Sacramento City College	340
Salvatore's College of Hair Styling	451
Yuba College-Woodland Campus	364

Hard Tile Setters (Tile Layers)

Carpet, Linoleum, Tile, Local #1237	294
Tile Layers, Local #4	306

Hazardous Materials Technicians

Cosumnes River College	328
Sacramento County Regional Occupational Programs	468
University of California, Davis-University Extension	506

Health Related Occupations

California State University, Sacramento	496
Chapman University	498
Cosumnes River College	328
California State University, Sacramento-Regional & Continuing Ed.	498
Golden Gate University	499
High-Tech Institute Medical Careers	413
National Education Center-Sawyer Campus	435
National University	501
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Sierra College	354
University of California, Davis-University Extension	506
University of California, Davis	502
University of Phoenix, Sacramento Campus	506
University of San Francisco, College of Professional Studies	507
Yolo County Regional Occupational Programs	489

Heating, Air Conditioning & Refrigeration Mechanics

Purple Heart Veterans Rehabilitation Services	448
Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
Silva Technical Institute	454
University of California, Davis-University Extension	506

Heavy Equipment Mechanics

Operating Engineers JAC	299
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Heavy Equipment Operators

see Grader, Dozer & Scraper (Heavy Equipment) Operators

Heavy & Tractor-Trailer Truck Drivers

Truck Driving Academy	458
Western Truck School	465

Home Health Care Workers (Aides)

American Red Cross	374
Grant Adult & Community Education	279
Sacramento County Regional Occupational Programs	468
Western Career College	463

Hotel Catering Managers

American River College	310
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Hotel Desk Clerks

California Motel Training	386
Sacramento County Regional Occupational Programs	468

Human Resources Occupations

University of California, Davis-University Extension	506
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Human Service Workers

American River College	310
Cosumnes River College	328
D-Q University	397
Sacramento City College	340
Yuba College-Woodland Campus	364

Hypnotherapists

Wisdom Center Technologies & Institute 466

Income Tax Preparers

Basic Business Training 377
H & R Block Tax School 409
Yuba College-Woodland Campus 364

Instructional Aides

Sacramento City College 340
Sacramento City USD Skills & Business Education Center 283
Sacramento County Regional Occupational Programs 468
Sierra College 354
Yolo County Regional Occupational Programs 489

Insulation Applicators

Carpenters 46 Northern California Counties JATC 291
Carpenters Apprenticeship Training Center 292

Insurance Agents

see Sales Agents & Placers (Insurance)

Interior Designers

American River College 310
California Academy of Merchandising, Art & Design 383
California State University, Sacramento 496
Cosumnes River College 328
Yolo County Regional Occupational Programs 489

Interviewing (& Admitting) Clerks

see Receptionists & Information Clerks

Ironworkers

Field Ironworkers Apprentice Training Program 296

Janitors & Cleaners

Goodwill Industries of Sacramento Valley, Inc. 408
Sacramento City USD Skills & Business Education Center 283
Sacramento County Regional Occupational Programs 468

Jewelers

California Institute of Jewelry Training 385

Journalists

American River College 310
California State University, Sacramento 496
Cosumnes River College 328
Sierra College 354
University of California, Davis 502

Kindergarten Teachers

California State University, Sacramento 496
University of California, Davis 502

Land Surveyor Technicians

Sacramento City College 340
Sierra College 354

Landscape Construction Workers

American River College 310
Cosumnes River College 328
Sacramento City USD Skills & Business Education Center 283
Yuba College-Woodland Campus 364

Law Enforcement Officers

California State University, Sacramento 496
Chapman University 498
Cosumnes River College 328
National University 501
Sacramento City College 340
Sacramento County Regional Occupational Programs 468
Sierra College 354
Yuba College-Woodland Campus 364

Legal Secretaries

American River College 310
Grant Adult & Community Education 279
Heald Business College 410
Humphreys College 415
MTI Western Business College 429
National Education Center-Sawyer Campus 435
Sacramento County Regional Occupational Programs 468
Vocational Evaluation Services, Inc. 460
Yuba College-Woodland Campus 364

Legal Transcriptionists

Vocational Evaluation Services, Inc. 460
see also Legal Secretaries

Library Technicians

Sacramento City College 340

Licensed Vocational Nurses

American River College 310
Grant Adult & Community Education 279
Sacramento City College 340
Sierra College 354
Yuba College-Woodland Campus 364

Light Truck & Delivery Drivers

Truck Driving Academy 458

Loan Officers & Counselors

see university programs in business, economics, finance, etc.

Locksmiths

Universal School of Master Locksmithing 459

Loss Prevention Agents

see Detectives & Investigators (private)

Maintenance Repairers

Grant Adult & Community Education 279
Purple Heart Veterans Rehabilitation Services 448
Sacramento City USD Skills & Business Education Center 283
Sacramento County Regional Occupational Programs 468

Manicurists

Career College of Cosmetology	389
Citrus Heights Beauty College	393
Federico College of Hairstyling	404
Jerry Lee Beauty College	420
My-Le's Beauty College	432
Salvatore's College of Hair Styling	451
Yuba College-Woodland Campus	364

Marketing, Advertising & Public Relations Managers

American River College	310
California State University, Sacramento	496
Cosumnes River College	328
Golden Gate University	499
Sacramento City College	340
Sierra College	354

Massage Technicians

Federico College of Hairstyling	404
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Material Handlers & Warehouse Workers

see Stock Clerks (Warehouse Workers)

Mechanical Engineers

California State University, Sacramento	496
University of California, Davis	502

Medical & Clinical Laboratory Assistants

Ja'onna's Laboratory Skills Training Program	419
National Career Education	433
National Education Center-Sawyer Campus	435

Medical & Clinical Laboratory Technologists

see university programs in biological sciences

Medical & Psychiatric Social Workers (Counselors)

Breining Institute	378
California State University, Sacramento	496
Chapman University	498
National University	501
University of California, Davis	502

Medical Assistants

Cosumnes River College	328
Grant Adult & Community Education	279
High-Tech Institute Medical Careers	413
National Career Education	433
National Education Center-Sawyer Campus	435
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Western Career College	463

Medical Records Technicians

Sacramento City USD Skills & Business Education Center	283
see also Medical Secretaries	

Medical Secretaries

American River College	310
Cosumnes River College	328
Heald Business College	410
Humphreys College	415
MTI Western Business College	429
National Career Education	433
New Directions Learning Center	437
Office Skills Center	440
Pacific Technical Institute	443
Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Vocational Evaluation Services, Inc.	460
Yuba College-Woodland Campus	364

Medical Transcriptionists

Cosumnes River College	328
California State University, Sacramento-Regional & Continuing Ed.	498
Humphreys College	415
National Career Education	433
New Directions Learning Center	437
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Vocational Evaluation Services, Inc.	460
see also Medical Secretaries	

Meeting Planners

California State University, Sacramento-Regional & Continuing Ed.	498
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Millwrights

Carpenters Apprenticeship Training Center	292
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Mining Occupations

Sierra College	354
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Ministers

Capital Bible Institute	388
Trinity Life Bible College	458

Montessori Teachers

Montessori Teacher College Sacramento	428
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Motorcycle Repairers

Sacramento County Regional Occupational Programs	468
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Nannies

American River College	310
The College for Early Childhood Educators	455

Nurse Aides

American Red Cross	374
Grant Adult & Community Education	279
Sacramento County Regional Occupational Programs	468
Western Career College	463

Nursery Workers

American River College	310
Cosumnes River College	328
Sacramento County Regional Occupational Programs	468
Sierra College	354
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364
see also Gardeners & Groundskeepers	

Nutritionists, Child

American River College	310
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Occupational Therapists

California State University, Sacramento	496
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Occupational Therapy Assistants

Sacramento City College	340
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Office Machine & Cash Register Servicers

Pacific Technical Institute	443
Sacramento County Regional Occupational Programs	468

Office Managers & Administrative Assistants

Business & Technology Training Institute	379
California State University, Sacramento-Regional & Continuing Ed.	498
Heald Business College	410
MTI Western Business College	429
National Education Center-Sawyer Campus	435

Opticians

National Career Education	433
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Painters

Painters and Tapers, Local #487	300
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Paralegal Personnel

American River College	310
Humphreys College	415
Lorenzo Patino School of Law	500
MTI Western Business College	429
University of California, Davis-University Extension	506

Paramedics

American River College	310
Northern California Training Institute	439

Personnel Clerks

see Bookkeeping, Accounting & Auditing Clerks

Pet Groomers

Pacific Pet Grooming Institute	442
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Pharmacy Assistants (Technicians)

Sacramento County Regional Occupational Programs	468
Western Career College	463

Photographers

Cosumnes River College	328
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
Sierra College	354

Physical Therapist Assistants

Sacramento City College	340
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Physical Therapists

California State University, Sacramento	496
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Physical Therapy Aides

Sacramento County Regional Occupational Programs	468
see also Physical Therapist Assistants	

Pile Drivers

Carpenters Apprenticeship Training Center	292
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Pilots & Flight Instructors

Embry-Riddle Aeronautical University	499
Executive Flyers	403
Flight Operations, Inc.	406
Patterson Aviation Academy	444
Sacramento Executive Helicopters	450

Plasterers

Sacramento Area Plasterers JAC	302
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Plumbers

Joint Apprenticeship for Plumbing	297
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Pre-Press Workers (Print Shops)

Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
Sierra College	354

Preschool Teachers

American River College	310
Cosumnes River College	328
Sacramento City College	340
Sierra College	354
The College for Early Childhood Educators	455
Yuba College-Woodland Campus	364

Printing Press Machine Operators

Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sierra College	354

Private Investigators

see Detectives & Investigators (Private)

Property & Real Estate Managers

California Career College	384
California Motel Training	386
Lumblau Real Estate School	424
see also university programs in business administration, management, etc.	

Radio Production Occupations

Cosumnes River College	328
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Real Estate Agents

American River College	310
Century 21 Real Estate	392
Cook School of Real Estate	396
Cosumnes River College	328
Lumblau Real Estate School	424
Sacramento City College	340
Sierra College	354
Yuba College-Woodland Campus	364

Receptionists & Information Clerks

Business & Technology Training Institute	379
Folsom-Cordova Adult Education	278
Goodwill Industries of Sacramento Valley, Inc.	408
Grant Adult & Community Education	279
Humphreys College	415
Lincoln Training Centers	423
National Career Education	433
National Education Center-Sawyer Campus	435
New Directions Learning Center	437
Office Skills Center	440
Pacific Technical Institute	443
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Vocational Evaluation Services, Inc.	460
Western Career College	463
Yuba College-Woodland Campus	364

Recreation Occupations

California State University, Sacramento	496
American River College	310

Registered Nurses

American River College	310
California State University, Sacramento	496
Sacramento City College	340
Sierra College	354
University of Phoenix, Sacramento Campus	506
Yuba College-Woodland Campus	364

Respiratory Care Practitioners (Therapists)

American River College	310
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Restaurant Cooks

see Cooking Related Occupations

Retail Sales, First Line Supervisors & Managers

American River College	310
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Roofers

Carpenters Apprenticeship Training Center	292
Roofing Apprenticeship and Training	301

Sales Agents & Placers (Insurance)

California State University, Sacramento	496
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Salespersons, Retail

California Academy of Merchandising, Art & Design	383
Sacramento County Regional Occupational Programs	468
Sierra College	354
Yolo County Regional Occupational Programs	489

Scaffold Erectors

Carpenters Apprenticeship Training Center	292
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Science Technicians

Cosumnes River College	328
Sierra College	354

Scuba Diving Instructors

Dolphin Swim School & Scuba Diving Center, Inc.	399
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Secondary School Teachers

California State University, Sacramento	496
University of California, Davis	502

Secretaries

Business & Technology Training Institute	379
Grant Adult & Community Education	279
Humphreys College	415
Lincoln Training Centers	423
MTI Western Business College	429
National Education Center-Sawyer Campus	435
New Directions Learning Center	437
Sacramento City College	340
Sacramento City USD Skills & Business Education Center	283
Sacramento County Regional Occupational Programs	468
Vocational Evaluation Services, Inc.	460
Yolo County Regional Occupational Programs	489
Yuba College-Woodland Campus	364

Sheet Metal Workers

Sacramento Valley Sheet Metal Apprenticeship	305
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Sign Language Interpreters

American River College	310
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Social Workers

California State University, Sacramento	496
University of California, Davis	502

Special Education Teachers

California State University, Sacramento	496
University of California, Davis	502

Speech-Language Pathologists & Audiologists

California State University, Sacramento	496
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Stage Technicians	
Sacramento County Regional Occupational Programs	468
Stationary Engineers	
Stationary Engineers, Local #39	306
Statistical Financial Analysts	
California State University, Sacramento	496
Golden Gate University	499
University of California, Davis	502
Stock Clerks (Warehouse Workers)	
Sacramento County Regional Occupational Programs	468
Surgical Technicians	
High-Tech Institute Medical Careers	413
Swim Instructors	
Dolphin Swim School & Scuba Diving Center, Inc.	399
Systems Analysts (Computer)	
California State University, Sacramento	496
Chapman University	498
Golden Gate University	499
National University	501
University of California, Davis-University Extension	506
University of California, Davis	502
Tapers	
Painters and Tapers, Local #487	300
Tellers	
Sacramento County Regional Occupational Programs	468
Travel Agents	
Sacramento County Regional Occupational Programs	468
Travel & Tourism Institute	457
Typists & Word Processing Operators	
Business & Technology Training Institute	379
CompuVista Business Institute	394
Cosumnes River College	328
D-Q University	397
EBM Business Institute	400
Folsom-Cordova Adult Education	278
Goodwill Industries of Sacramento Valley, Inc.	408
Grant Adult & Community Education	279
New Directions Learning Center	437
Sacramento County Regional Occupational Programs	468
San Juan Adult Education	286
Vocational Evaluation Services, Inc.	460
Yuba College-Woodland Campus	364
Upholsterers	
San Juan Adult Education	286

Veterinary Assistants	
Pacific Pet Grooming Institute	442
Sacramento County Regional Occupational Programs	468
Video Production Occupations	
Cosumnes River College	328
Sacramento County Regional Occupational Programs	468
Vocational & Educational Counselors	
California State University, Sacramento	496
Chapman University	498
National University	501
University of California, Davis	502
Vocational Education Teachers & Instructors	
California State University, Sacramento	496
University of California, Davis	502
Waiters & Waitresses	
Sacramento County Regional Occupational Programs	468
Yolo County Regional Occupational Programs	489
Waldorf Teachers	
Rudolf Steiner College	449
Water Treatment Plant Operators	
California State University, Sacramento	496
University of California, Davis	502
Welders	
American River College	310
Cal Trade Welding Schools	382
Cosumnes River College	328
Field Ironworkers Apprenticeship Training Program	296
Sacramento City College	340
Sacramento County Regional Occupational Programs	468
Yolo County Regional Occupational Programs	489
X-Ray Technicians	
see Diagnostic Radiologic Technologists	